

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

*The mission of the California Commission on Peace Officer Standards and Training is to continually enhance the professionalism of California law enforcement in serving its communities.*



Gray Davis  
Governor

Bill Lockyer  
Attorney General

### COMMISSION MEETING AGENDA

March 11, 1999 - 10:00 A.M.  
Red Lion Sacramento Inn  
1401 Arden Way, At Business 80  
Sacramento, CA 95815  
(916) 922-8041

### AGENDA

#### CALL TO ORDER

#### FLAG SALUTE

#### MOMENT OF SILENCE HONORING PEACE OFFICERS KILLED IN THE LINE OF DUTY

Since the last Commission meeting, the following officers have lost their lives while serving the public:

- Officer Bill Bean, Jr., Sacramento Police Department

#### ROLL CALL OF COMMISSION MEMBERS

#### INTRODUCTIONS

#### APPROVAL OF MINUTES

- A.1 Approval of the Minutes of the January 21, 1999, regular Commission meeting held at the Bahia Hotel in San Diego.

#### CONSENT CALENDAR

##### B.1 Receiving Course Certification Report

Since the January meeting, there have been 52 new certifications, 2 decertifications, and 59 modifications. In approving the Consent Calendar, your Honorable Commission receives the report.

B.2 Receiving information on New Entries Into the POST Regular (Reimbursable) Program

The Yolo County District Attorney's Office has met the Commission's requirements and have been accepted into the POST Regular Program. In approving the Consent Calendar, your Honorable Commission receives the report.

B.3 Receiving Information on Withdrawals from the POST Program

Effective January 1, 1999, the Humboldt County Marshal's Department merged with the Humboldt County Sheriff's Department as a result of a reorganization of county government. In approving the Consent Calendar, your Honorable Commission takes note the department is no longer part of the POST Program.

B.4 Report on Evaluation of Museum of Tolerance Training Program.

This is the summary report on the effectiveness evaluation project conducted from July 15, 1998 to November 15, 1998, on the *Law Enforcement Tools for Tolerance* training course presented by the Museum of Tolerance in Beverly Hills, California.

B.5 Report on Field Training Program Approvals.

In November 1997, the Commission, at the conclusion of a Public Hearing amended regulations and procedures to implement a mandatory, standardized field training program as part of the basic training requirement for peace officers in California. The report under this tab is a progress report on this program and agency approval process. It is provided for informational purposes only.

B.6 Approving Resolution of Commendation for Lieutenant Kelly Young

**STRATEGIC PLAN**

C. Quarterly Report on Strategic Plan Implementation

The report under this tab describes the progress in implementing the Strategic Plan objectives.

**PRESENTATION**

D. Presentation of Resolution to Kelly Young

## **BASIC TRAINING**

### **E. Proposed Contract Amendment With Office of State Publishing for Instructor Workbooks**

At its November 1998 meeting the Commission authorized the Executive Director to enter into an Interagency Agreement with the Office of State Publishing (OSP) for the purposes of video duplication, printing, packaging and distributing basic training instructor packages to law enforcement academies for 32 of the 42 learning domain workbooks. The instructor packages would be provided to each academy to facilitate the standardized training in each learning domain.

The proposed amendments to the existing agreement require OSP to deliver 300 sets of instructional packages for each of the remaining 10 learning domains scheduled for workbook conversion during fiscal year 1999-2000. In addition, it is proposed that OSP will provide an additional 100 sets of instructional packages for use by multiple instructors in the Basic Course for Learning Domains #19 (Vehicle Operations), #33 (Arrest and Control/Baton), and #35 (Firearms/Chemical Agents).

Two associated amendments are proposed to deal with the development of a pilot program to release 14 specific learning domain workbooks on CD-ROM format and the development of a Digital Archive System to store and track instructional curriculum for the student workbooks, instructor guides, and training specifications. This system would also store all previous versions of these materials for archiving purposes. Details about how to implement the various proposals would be written into the amended Interagency Agreement.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to sign an amended Interagency Agreement with the Office of State Publishing for the purposes of 1) video duplication, printing, packaging, and distributing basic training instructor materials to law enforcement academies, 2) developing a pilot program to deliver selected student workbooks and instructor materials to academies and law enforcement agencies using CD-ROM technology and the Internet, and 3) developing a Digital Archive System to store and track instructional curriculum at a cost not to exceed \$302,801 (ROLL CALL VOTE).

## **STANDARDS AND EVALUATION**

### **F. Contract for Basic Course Modular Format Testing Services**

The POST Regular Basic Course - Modular Format takes effect on July 1, 1999. This format requires students take and pass five new POST-constructed knowledge examinations plus a first-aid test in order to successfully complete the training. Staff

does not have the resources to print and ship these examinations to the 35 agencies expected to be certified in FY 99/00 to present the course in the modular format.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to negotiate a contract with CPS to provide the supportive services necessary to print and ship the required examinations in an amount not to exceed \$22,241.00.

G. Contract Request for Job Analysis of Supervisors and Managers

POST regulation 1005(b) requires every peace officer promoted, appointed or transferred to a first-level supervisor position (e.g., Sergeants) to satisfactorily complete the eighty (80) hour POST certified Supervisory Court prior to promotion or within twelve (12) months after the promotion, appointment, or transfer. Similarly, POST regulation 1005(c) requires every peace officer promoted, appointed or transferred to a middle management (e.g., Lieutenant) position to satisfactorily complete a POST certified Management Court prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position.

Despite efforts to maintain the usefulness and job relatedness of these two courses, POST has no documented job analyses linking the learning goals of these two courses with the day-to-day tasks and associated competencies (i.e., knowledge, skills, and abilities) of their respective positions, law enforcement supervisor and manager.

The POST strategic plan recognizes these problems. Strategic Plan Objective A.2 requires POST staff to analyze the critical duties and related competencies of field supervisors and field managers. POST staff has the necessary skills and interest required to perform these two independent studies, and has begun planning the projects and collecting related job analysis information from POST member agencies and other organizations. However, POST does not have adequate resources to complete both of these projects. Outside assistance is necessary in completing the two job analyses.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to contract with a consulting firm on the State CMAS list and/or a Request for Proposals (RFP) be written to obtain bids for conducting a job analysis for field supervisors and field managers. The cost of the total project is estimated to be approximately \$300,000 and require approximately forty-eight months to complete.  
(ROLL CALL VOTE)

## **TRAINING PROGRAM SERVICES**

### **H. Approval of Contract with Los Angeles Sheriff's Department for the Robert Presley Institute of Criminal Investigation (ICI) Homicide Foundation.**

The Los Angeles Sheriff's Office in cooperation with the Los Angeles Police Department has presented the ICI Homicide Foundation Specialty course for the past two years as an "in-house" Plan III certified class. The only students permitted in the classes have been from those two agencies. They have completed training of the majority of their own staffs and are now prepared to offer the course in the same fashion as the California Department of Justice and the Sacramento Regional Criminal Justice Training Center, accepting students from all agencies. In keeping with the Commission policy of making high cost (two week) courses available under contract to reduce the impact on local training budgets this presenter is being brought in line with the other homicide presenters.

If approved, this contract will provide \$76,896.00 for four presentations of the Homicide course. Los Angeles area law enforcement agencies have expressed considerable interest in this course being provided in their county. The contract also provides for \$14,518.00 for required equipment to bring this provider in line with ICI presentation standards and the Department of Justice and Sacramento Regional Criminal Justice Training Center homicide classes.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to enter into a contract with the Los Angeles Sheriff's Department for four presentations of the ICI Homicide Foundation Specialty course in an amount not to exceed \$91,414.00 for FY 99/00 (ROLL CALL VOTE).

### **I. Approval of Course Curriculum and Hours for Computer Crime Training**

Pursuant to Assembly Bill 2351, Section 13515.55 was added to the Penal Code requiring every city police officer or deputy sheriff at a supervisory level who is assigned field or investigative duties to complete a High Technology Crimes and Computer Seizure training course certified by the Commission by January 1, 2000, or within 18 months of assignment to supervisory duties. As a result of this legislation it is proposed to add Commission Regulation 1081(a)(27), High Technology Crimes curriculum.

The in-service training requirement is designed to be met via two-two hour telecourses which were developed and broadcast on March 27, 1997, and May 29, 1997, in anticipation of pending legislation. These training telecourses are accompanied by a workbook that complements the material presented in the telecourses.

Staff recommends that the proposed curriculum changes be adopted pursuant to the Administrative Procedures Act by using the Notice of Proposed Regulatory Action.

If the Commission concurs, the appropriate action, subject to the results of the proposed Notice of Regulatory Action, would be a MOTION to adopt the proposed curriculum for inclusion into Commission Regulation 1081.

J. Proposed Subscription Service for POST's Satellite Broadcasts

POST in 1999 will take control over viewership of the California POST Television Network (CPTN) with activation of its satellite encryption system. POST is purchasing encryption decoders for reimbursable agencies in the POST program; these and all other agencies in the POST program will receive the scrambled CPTN video programming at no charge. For non-POST agencies and for authorized agencies outside of California, encryption offers POST a cost recovery opportunity with subscriptions and increased videotape sales. The coordination of CPTN subscriptions requires full-time professional attention to manage and market the new program effectively. It is recommended that the responsibility for management of the CPTN subscription service be assigned to POST's contract television studio at San Diego State University (KPBS Television) under a subscription revenue-sharing arrangement based on a 60/40 (POST/SDSU) net revenue split.

If the Commission concurs, the appropriate action would be a MOTION to establish satellite video program subscription fees and authorize the Executive Director to negotiate a contract with San Diego State University for coordination and management of Subscriptions to the California POST Television Network during Fiscal Year 1999/2000.

TRAINING DELIVERY AND COMPLIANCE

K. Policy Concerning Tuition Reimbursement for In-Service EVOC Driver Training

In the early 1980s the Commission established policy to provide tuition reimbursement (Plan III) for behind the wheel driver-training presented as part of the Basic Course. In-Service behind the wheel training was to be certified for travel and per diem reimbursement only.

Since the early 1980s conditions have changed and the Commission is now in a fiscal position to support tuition reimbursement for this training. The report under this tab provides further analysis.

Appropriate action, if Commission concurs, would be a motion to authorize tuition reimbursement for in-service EVOC driver training courses.

## EXECUTIVE OFFICE

### L. Proposed Contracts for FY 99/00

At its January 21, 1999, meeting the Commission authorized negotiations of a number of training, standards, and administrative contracts. The contracts have been negotiated and are now before the Commission for approval at this meeting. If the Commission approves, the appropriate action would be a MOTION to authorize the Executive Director to sign them on behalf of the Commission (ROLL CALL VOTE). The contracts are listed below:

#### Training Contracts

##### 1. Management Course

This course is currently budgeted at \$356,877 for 20 presentations spread among four presenters:

- California State University - Humboldt
- California State University - Long Beach
- California State University - San Jose
- San Diego Regional Training Center - San Diego

The proposed amount for FY 99/00 is \$479,934.00.

##### 2. San Diego Regional Training Center for Support of Executive Training (e.g., Command College, Executive Training, and Executive Seminars)

The San Diego Regional Training Center serves as the chief contractor for a variety of training activities of the Commission conducted by the Center for Leadership Development. Curriculum development as well as instructional and evaluation costs of these training activities for FY 98/99 were \$139,722. The proposed amount for FY 99/00 is \$485,397.00.

##### 3. CSU Long Beach for Support of the Supervisory Leadership Institute

The CSU Long Beach Foundation provides administrative services for the Supervisory Leadership Institute. This includes training site support, ordering materials, paying instructors and auditors, and purchasing/maintaining equipment. The proposed amount for FY 99/00 is \$929,647.00.

4. Department of Justice Training Center  
The Department of Justice has provided training to local law enforcement each year through an interagency agreement with POST since 1974. The proposed amount for Fiscal Year 1999-00 is \$1,999,751.
5. San Diego State University for 12 Satellite Video Broadcasts  
POST currently has an interagency agreement with San Diego State University for \$108,500 for the assembly and transmission of 12 videotape training programs. The proposed amount for FY 99/00 is \$110,000.00
6. Alameda County District Attorney's Office and Golden West College for Case Law Update Video Production  
POST currently has contracts with Alameda County District Attorney's Office and Golden West College for \$74,000 for the production of 36 Case Law Update programs each during FY 98/99. The proposed amount for FY 99/00 is \$74,000.00.
7. Telecourse Programs  
POST has a current year contract with San Diego State University (KPBS) to develop and deliver 12 telecourse programs, three specialized videos, numerous scenario videos, and several specialized "edit only" projects. The proposed amount for Fiscal Year 99/00 is \$940,000.00.
8. Master Instructor Program  
At its April 1998 meeting, the Commission approved a contract with the San Diego Regional Training Center to provide coordination and presentation support for the Master Instructor Development Program (MIDP). This program is a key element in the Commission's emphasis on improving the quality of instruction for law enforcement. Two MIDP classes, each involving five workshops, are presented annually and overlap fiscal years. Additionally, the contract provides funding for an annual MIDP graduate update workshop. The proposed amount for FY 99/00 is \$283,128.00.
9. Robert Presley Institute for Criminal Investigation Instructors' Workshops  
The Commission authorized special training during the last four years for instructors for the Robert Presley Institute of Criminal Investigation (ICI) so that the ICI Core and Foundation Specialty Courses are designed and taught using adult experience-based learning concepts. The amount of the proposed contract is in an amount not to exceed \$350,688.00.

10. Robert Presley Institute of Criminal Investigation with the San Francisco Police Department for FY 1999/00  
The San Francisco Police Department is one of five providers of the ICI Core Course. All courses are presented using adult experiential learning concepts. The concepts have proven to be an excellent method of instruction for follow-up investigators. The students are challenged to learn by performing in realistic role-play exercises and practical simulations. The Core Course is a recommended prerequisite to all other courses in the ICI program and is, therefore, the foundation upon which all other courses are built. The proposed contract is in an amount not to exceed \$117,759.00 for FY 1999/00.
11. Robert Presley Institute of Criminal Investigation Contract with the Sacramento Regional Criminal Justice Training Center for FY 1999/00.  
The Sacramento Regional Criminal Justice Training Center is one of five providers of the ICI Core Course. All are presented using adult experiential learning concepts. These concepts have proven to be an excellent method of instruction for follow-up investigators. The students are challenged to learn by performing in realistic role-play exercises and practical simulations. The Core Course is a recommended prerequisite to all other courses in the ICI program and is, therefore, the foundation upon which all other courses are built. The proposed contract with the Sacramento Regional Criminal Justice Training Center for five presentations of the Robert Presley Institute of Criminal Investigation (ICI) Core Course and four presentations of the Homicide Foundation Specialty Course is in an amount not to exceed \$297,075.00 for Fiscal Year 1999/00.
12. Robert Presley Institute of Criminal Investigation Contract with the Los Angeles Police Department for FY 1999/00.  
The Los Angeles Police Department is one of five providers of the ICI Core Course. All courses are presented using adult experiential learning concepts. These concepts have proven to be an excellent method of instruction for follow-up investigators. The students are challenged to learn by performing in realistic role-play exercises and practical simulations. The Core Course is a recommended prerequisite to all other courses in the ICI program and is, therefore, the foundation upon which all other courses are built. The proposed contract with the Los Angeles Police Department for four presentations of the Robert Presley Institute of Criminal Investigation (ICI) Core Course is in an amount not to exceed \$102,773.00 for Fiscal Year 1999/00.

13. Robert Presley Institute of Criminal Investigation Contract, with San Jose State University for FY 1999/00  
San Jose State University is one of five providers of the ICI Core Course. All are presented using an adult experiential learning concept which has proven to be an excellent method of instruction for follow-up investigators. Students are challenged to learn by performing in realistic role-play exercises and practical simulations. The Core Course is a recommended prerequisite to all other courses in the ICI program and is the foundation upon which all other courses are built. Members of Bay Area law enforcement agencies are expressing an increased interest in the course. As a result, San Jose State University agreed to present a fifth ICI Core Course last contract year, and to present five under this contract request. The proposed contract with San Jose State University for five presentations of the Robert Presley Institute of Criminal Investigation (ICI) Core Course is in an amount not to exceed \$196,168.00 for Fiscal Year 1999/00.
14. Basic Narcotics, Basic Motorcycle, and Basic Academy Driver Training  
The Commission approved contracts for specific presenters of the Basic Narcotics, Basic Motorcycle, and Basic Academy Driver Training. The proposed amount for FY 99/00 is \$2,222,658.00.
15. Labor/Management Partnerships Course  
The San Diego Regional Training Center holds the contract to present four courses during the current fiscal year for a total amount not to exceed \$87,608.00.
16. Building High Performance, Inclusive Organizations Diversity Course  
The Commission has contracted with the San Diego Regional Training Center for the past five years for presentation of POST's cultural diversity and other diversity course work. The proposed amount for FY 99/00 is \$169,582.00.
17. Tools for Tolerance, Simon Wiesenthal Center  
This is a request to negotiate a fourth year contract with the Museum, contingent upon receiving state funding. The proposed amount for FY 99/00 is \$1,556,000.00.
18. Development of Driving Simulator Scenarios  
For the past several years, POST has contracted for one instructor working half-time in developing scenarios. The recommendation is to enhance the

process by having two scenario developers, each working quarter time, to develop "fresh" scenarios. The proposed amount for Fiscal Year 99/00 is \$33,000.00.

19. California State University-Sacramento, to Present Crime Analysis Training for Fiscal Year 1999/2000.

The California State University - Sacramento has agreed to develop a "California Crime Analysis Institute" as directed by POST. The Commission approved the initial contract for Fiscal Year 1998/1999 at the January 1999, meeting. The proposed amount is \$80,000.00.

Standards Contracts

20. Cooperative Personnel Services for Basic Course Proficiency Exam

POST has contracted with Cooperative Personnel Services for administration of the POST Proficiency Examination since 1984. The proposed contract for FY 99/00 is for the amount of \$103,187.00.

21. Cooperative Personnel Services for Entry-Level Reading and Writing Test Battery

POST has contracted with Cooperative Personnel Services for administration of the POST Entry-Level Reading and Writing Test Battery since 1983. The proposed contract for FY 99/00 is for the amount of \$139,270.74.

22. Cooperative Personnel Services for PC 832 Written Examination

POST has contracted with Cooperative Personnel Services for administration of the PC 832 Written Examination since 1989. The proposed contract for FY 99/00 is for the amount of \$46,527.78.

23. Cooperative Personnel Service for Entry-Level Dispatcher Selection Test Battery

POST has contracted with Cooperative Personnel Services for administration of the POST Entry-Level Dispatcher Selection Test Battery since 1997. The proposed contract for FY 99/00 is for the amount of \$180,000.00

24. Cooperative Personnel Services for Transition Pilot Program Test Administration

POST has contracted with Cooperative Personnel Services for administration of Transition Pilot Program Testing activities since 1997. The proposed contract for FY 99/00 is for the amount of \$54,900.00.

### Administrative Contracts

25. State Controller's Office Interagency Agreement for Auditing Services  
Each year POST has negotiated an interagency agreement with the State Controller's Office to conduct audits of selected local jurisdictions which receive POST reimbursement funds. It is recommended that the Commission approve an agreement not to exceed \$85,000.00 for FY 99/00.
26. Interagency Agreement With Teale Data Center for Computer Services  
Each year POST has negotiated an interagency agreement with Teale Data Center (a State agency) for supplemental computer services. The contract provides a link between POST's computer and the Data Center's mainframe computer. This allows data processing jobs and the storage of large data files that require more resources than POST's minicomputer can provide. The proposed amount for services are not to exceed \$65,000.
27. CALSTARS Contract  
The mandated California State Accounting and Reporting Systems (CALSTARS) requires an agreement with the Health and Welfare Data Center to provide computer linkage and necessary data processing services. The proposed contract for FY 99/00 is in the amount of \$30,000.00.
28. Danka Office Imaging (previously Eastman Kodak) Copier Maintenance Contract  
Each year POST must enter into a contract for maintenance of its Kodak copier. The cost of the maintenance agreement is based on a flat rate plus a per copy charge in accordance with a master services agreement developed by the State Department of General Services. The proposed contract for FY 99/00 is in the amount of \$16,000.00.

### OLD/NEW BUSINESS

- M. Report of Nominating Committee Concerning Election of Chairman and Vice-Chairman

Commissioners del Campo, Scully and Anderson, members of the Nominating Committee, will report the results of the Committee's recommendations for the nomination for Commission Chairman and Vice-Chairman.

- N. **ADJOURNMENT**

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

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Gray Davis  
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## COMMISSION MEETING MINUTES

January 21, 1999  
Bahia Resort Hotel  
998 West Mission Bay Drive  
San Diego, CA 92109

Chairman Rick TerBorch called the Commission meeting to order at 10:20 a.m.

The Color Guard from the San Diego Sheriffs Department posted the colors, and Commissioner Ted Hunt led the flag salute.

### **MOMENT OF SILENCE HONORING SHERIFF BLOCK AND PEACE OFFICERS KILLED IN THE LINE OF DUTY**

Officer Brian Ernest Brown, Los Angeles Police Department

Deputy Sandra L. Larson, Sacramento County Sheriff's Department

Officer Rick C. Cromwell, Lodi Police Department

Deputy John P. Monego, Alameda County Sheriff's Department

Captain Jake Stasko, San Francisco Police Department

Officer James Williams, Jr., Oakland Police Department

### **TRIBUTE TO COMMISSIONER SHERIFF SHERMAN BLOCK**

Chairman Rick TerBorch announced that a special video has been produced by POST and KPBS to honor the late Sherman Block. The video, which is being shown in some POST telecourses, was played for the Commission as a special tribute to Sheriff Block.

ROLL CALL OF COMMISSION MEMBERS

A calling of the roll indicated a quorum was present.

Commissioners present:

David Anderson  
Michael T. Carre  
Philip del Campo  
Ted Hunt  
William Kolender  
Gary Schons, Attorney General Representative  
Jan Scully  
Rick TerBorch

Commissioners absent:

Thomas Knutson

POST Advisory Committee Members present:

Bob Blankenship  
Derald Hunt  
Joe Flannagan  
Leisha Lekawa  
Mike Reid  
Earle Robitaille  
Sandy Sandoval  
Woody Williams  
Al Waters

Staff present:

Kenneth J. O'Brien, Executive Director  
Mike DiMiceli, Assistant Executive Director, Field Services Division  
Glen Fine, Assistant Executive Director, Administrative Division  
Hal Snow, Assistant Executive Director, Standards and Development Division  
Alan Deal, Bureau Chief, Standards and Evaluation  
Tom Hood, Public Information/Legislative Liaison  
Jack Garner, Bureau Chief, Management Counseling  
Frederick Williams, Bureau Chief, Administrative Services  
Bud Lewallen, Bureau Chief, Training Program Services  
Kenneth Whitman, Bureau Chief, Basic Training Bureau  
Kelly Young, Basic Training Bureau  
Carol Aborn, Basic Training Bureau  
Ray Bray, Training Program Services

Dick Reed, Training, Delivery and Compliance  
Frank Decker, Basic Training Bureau  
Tom Liddicoat, Administrative Services  
Anita Martin, Secretary

Visitors Present:

Collene Campbell, Past Chairman of Commission on POST  
Ronald Lowenberg, Chief of Huntington Beach P.D. and former member of Commission on POST  
Steve Craig, President, PORAC  
Jim Lombardi, CRPOA - L.A. P.D.  
John Hansell, Stanislaus County Sheriff's Office  
Julie Dutton, Garden Grove P.D.  
Marilu Canas, Huntington Beach  
Ron Oshmago, UCSD P.D.  
Jerry Schoenestein, Santa Rosa Training Center and Santa Rosa Junior College  
Tom Plotts, Palomar College Police Academy  
Kenneth R. Burgess, San Francisco Sheriff's Dept.  
Dennis Houser, San Bernardino, P.D.  
Burdella Thomas, Chula Vista P.D.  
Trudi Stubbs, San Diego Sheriff's Dept.  
Dennis Cole, San Diego Sheriff's Dept.  
Tom Tolman, Newport Beach P.D.  
John Hansell, Stanislaus County Sheriff's Dept.  
Rosanna McKinney, Santa Cruz Consolidated  
Greg Kyritsis, San Bernardino Sheriff's Dept.  
Ron Dayhoff, Los Angeles P.D.  
Steve Petersen, Los Angeles P.D.  
Tom Wallstrom, Orange County Sheriff's Dept.  
Dianne Devargas, Orange County Sheriff's Dept.  
Fred Moeller, San Diego P.D.  
Don Austin, Simi Valley P.D.  
Karl Becker, Simi Valley P.D.  
Rick Michelson, Grossmont College AOJ  
Doug Peterson, CPOST  
Bob Steele, Montclair P.D.  
Guy E. Eisenberg, Montclair P.D.  
Mike Donley, Montclair P.D.  
William D. Reynolds, Riverside Sheriff's Dept.  
Angela Innes, San Diego Harbor Police  
Michael Grima, CA Fish and Game

Willie Pannell, Los Angeles P.D.  
Douglas Miller, Los Angeles P.D.  
Skip Carter, Calif. Highway Patrol  
Rob Lake, Sacramento P.D.

### **HONORING PAST COMMISSIONER**

Commissioner TerBorch presented a plaque to past Commissioner Ron Lowenberg, Chief, Huntington Beach Police Department, who served from October 1989 to November 1998, and who served as Chairman from April 1992 to April 1993.

### **APPROVAL OF MINUTES**

- A. MOTION - del Campo, second - Scully, carried unanimously to approve the minutes of the November 5, 1998 regular Commission meeting at the Piccadilly Inn in Fresno.

### **CONSENT CALENDAR**

MOTION - del Campo, second - Anderson, carried unanimously to approve the following items on the Consent Calendar:

- B. 1 Receiving Course Certification Report  
B.2 Receiving Financial Report - Second Quarter FY 1998/99  
B.3 Receiving Information on New Entries into the POST Regular (Reimbursable) Program  
B.4 Receiving Information on New Entry Into the Public Safety Dispatcher Program  
B.5 Receiving Information on Withdrawals From POST Regular (Reimbursable) Program  
B.6 Approval of Commission Resolution for Senior Law Enforcement Consultant, Ray Bray

### **PRESENTATIONS**

- C.1 Presentation of Commission Resolution to Senior Law Enforcement Consultant, Ray Bray.

Chairman TerBorch presented a resolution to Ray Bray in special recognition of his excellent work on the Telecourse Program. The Telecourse Program has won numerous awards, which is a tribute to Ray Bray's outstanding effort and commitment. Participating in the event with a special video showing, were Tom Carlo, Associate Manager of KPBS

Public Broadcasting, and Inez Oldham, Producer and Owner of IMO Productions. In recognition of the video 'Elder Abuse', Ms. Oldham also presented Ray Bray and POST with the retirement Research Foundation's First Prize Award for Projects on Aging.

C.2 Special Award Presentation to Past Chairman Collene Campbell

Inez Oldham also presented Collene Campbell, Past Chairman of POST Commission, with a special award to commemorate her outstanding work on the 'Victims of Violence' project.

**PUBLIC HEARINGS**

D. Public Hearing on the Report and Recommendation to Approve Revisions to the Continuing Professional Training (CPT) Requirement.

At its November 5, 1998 meeting, the Commission set a public hearing at the January 21, 1999, Commission meeting for the purpose of amending Commission Regulations and Procedures that would update the POST CPT requirement. The following recommended changes were the result of an extensive review of POST records, input from three ad hoc committees, and a CPT survey of all law enforcement agencies in the POST program:

- Extend the CPT requirement to middle managers, executives, Level II reserve officers, dispatchers and dispatch supervisors.
- Expand the means for satisfying the CPT requirement to include Executive Training Courses and Seminars.
- Modify POST Regulation 1005 (d) and POST Procedure D-2 to conform to the change in wording from Advanced Officer Course to Continuing Professional Training, and add Ethics and Perishable Skills to the list of recommended topics.

Ken O'Brien, Executive Director, reported that each written comment that has been received has been acknowledged and all concerns have been responded to in writing by staff. Written commentary received from the following individuals was summarized and read into the record:

1. **Michael Boyd, Lieutenant, Marysville P.D.**, wrote that he would like less vigorous forms of training to be considered to meet the CPT requirement. He feels the proposed changes would be costly to his agency, which is not currently reimbursed for reserve officers. Additional training would place a

burden on their volunteer reserve officers if they were required to use vacation time or miss out on income if they were required to attend CPT training.

**Staff Response to Michael Boyd:**

POST agrees with Lieutenant Boyd's suggestion and believes such flexibility already exists in POST's regulations and procedures. In addition to completing regular POST certified courses, there are two other options available which appear to meet their needs including:

- o Law enforcement agencies can become POST certified to present Skills and Knowledge Modules which can be presented in as few as two hours at a time convenient to the agency
  - o Law enforcement agencies can become POST-certified to present POST telecourses or interactive video training at their agency. These courses qualify for CPT credit and can utilize any video training tape or previously broadcast telecourse listed in the POST Video Catalog. As long as this training is facilitated, POST will certify an agency to present the training using these formats.
2. **William N. Lansdown, Chief, San Jose P.D.**, wrote recommending that the proposal be revised to exclude executive officers from the CPT requirement. Chief Lansdown stated that mandating executive officers to attend CPT would require them to spend time attending courses that were POST certified. Some of these course may not be as beneficial to the organization as other courses which are not POST certified.

**Staff Response to Chief Lansdown's Concern:**

The proposal to include executives is based upon extensive law enforcement input and is part of a formal objective in the POST Strategic Plan.

Numerous executives regularly attend executive and management training courses and POST Special Seminars designed for executives and management. These types of courses are proposed to satisfy the CPT requirement. There are currently over 50 such POST-certified courses available.

3. **Gary S. Penrod, Sheriff, San Bernardino County** wrote with the following concerns:
- (a) Currently, there is no CPT requirement for Dispatchers and Dispatch Supervisors. He believes that POST should begin with a lesser hourly requirement;

- (b) Mandating 24 hours of CPT training every two years, would does not believe POST plans to allow back-fill reimbursement for the proposed training requirements;
- (c) A complex CPT Tracking and Auditing for executives and managers would be created;
- (d) The 24-hour mandate seems to contradict POST's recent move towards competency-based training versus hourly training;
- (e) He felt executives and middle-managers should not be required to meet a 24-hour CPT requirement every two years.

**Staff Response to Sheriff Penrod's concerns are as follows:**

- (a) In regard to dispatchers and dispatch supervisors Sheriff Penrod stated there is currently no CPT requirement and he believes that to require 24 hours of CPT every two years is too much too soon. He believes POST should begin with a lesser hourly requirement.

He was advised that three committees reached the consensus that 24 hours every two years was needed, as well as the majority of agencies who responded to the CPT study.

- (b) Sheriff Penrod said his agency does not have sufficient money available to pay for the back-fill replacement when dispatchers are sent to training.

He was advised that if a back-fill funding concern developed for agencies regarding the CPT requirement for dispatchers, that concern, along with the appropriate recommendations would be presented to the Commission for resolution.

- (c) Sheriff Penrod felt a complex CPT tracking and auditing requirement (for executives and managers) would be created.

Sheriff Penrod was advised that there is no indication that tracking or auditing of training records would be more complex for

executives/managers than for other personnel. Training completion data would continue to be acquired from course rosters and compiled by POST, which should create little or no additional work for agencies.

- (d) Sheriff Penrod felt the 24-hour CPT requirement contradicts POST's recent move towards competency vs. hourly standard and at this point could slow down development of alternative (competency based) training systems.

POST is in the process of developing competency-based training for mandated training courses. This is currently taking the form of multimedia CD-ROM development with competency testing as a component. As development continues, competency-based training will be expanded to other training, including CPT. There is no indication that competency-based training will be delayed due to the proposed changes to the CPT requirement.

- (e) Sheriff Penrod felt executives and middle managers should not be required to meet a 24-hour CPT requirement every two years.

After meeting with Sheriff Penrod he now feels this would be acceptable as long as there is flexibility in the approach and that the training would not take the form of a required 24-hour structured course. He was advised that POST offers flexibility to agencies in meeting the CPT requirement and that would continue. There would be no requirement for executives and/or managers to attend a 24-hour CPT structured course and that POST staff would work with agencies and organizations to increase the number of certified courses.

1. **Terry D. Brown, Communications Supervisor, Santa Barbara County Sheriff's Dept.** wrote in favor of the proposed amendments. He states the Department participated in the formation of the proposal and they are familiar with the reasoning and arguments that led to them. They found the reasoning to be sensible and the arguments compelling. They believe the change is necessary to ensure the continuing professionalism of personnel.
2. **Tony Harper, Captain, Simi Valley P.D.** wrote in favor of the proposed amendments. He stated the additional training should enable police departments to better meet

the needs of the communities they serve with a greater overall level of professionalism, job skill and knowledge.

6. **Randy G. Adams, Chief, Simi Valley P.D.**, wrote in favor of the proposed amendments. He stated the additional training should enable police departments to better meet the needs of the community they serve with a greater overall level of professionalism, job skill and knowledge.
7. **Mike Tracy, Chief, San Buenaventura P.D.**, wrote in favor of the proposed amendments. He stated that extending the CPT requirement to include executive positions, middle management, public safety dispatchers and level two peace officers will increase the capabilities and preparation within the law enforcement community to meet the needs of the people we serve.

In response to Chairman TerBorch's request for testimony, Trudi Stubbs, of San Diego Sheriff's Department, Communications, expressed concern as to whether the backfill reimbursement would now be expanded to include dispatchers and dispatch supervisors, or if it would continue to only include the law enforcement officers. She stated that it would severely cripple the Department to send dispatchers to a course with such a high number of hours.

Staff responded that there have been no proposals to extend backfill reimbursement beyond the current policy. However, the proposed amendments would not take effect until July 2000.

Ms. Stubbs stated that the San Diego Sheriff's Department, Communications Center, takes the position that 24 hours is an extensive amount of time and that they agree with the others who have written to state that a lower hourly amount would be more appropriate for dispatchers.

Sheriff Kolender stated that, after discussing the proposed amendment with all levels of staff in the San Diego Sheriff's Department, there was consensus that the recommendation should be approved as originally stated.

Advisory Committee Chairman, Charles Byrd, reported that the Advisory Committee recommends approval of the proposed changes with the modification

that for dispatchers and dispatch supervisors, the training requirement should be 16 hours every two years. Once additional training courses are available, the Commission should consider increasing the hours to 24.

MOTION - Kolender, second - del Campo, carried 6-2 to approve the proposed amendments to the Commission regulations and procedures updating POST CPT requirements, as specified, and to become effective July 1, 2000. (Ayes: Kolender, TerBorch, Anderson, Scully, del Campo, Schons. Noes: Carre, Hunt)

E. Public Hearing- Proposed Changes to Reserve Officer Training Requirements

At its November 5, 1998 meeting, the Commission set for public hearing a proposal to amend Commission regulations and procedures to provide for revising and updating the reserve training requirements. Based on a comparison of the new assignments and training requirements, it is evident that the present training requirement and presentation format is outdated and does not meet the training needs for newly appointed reserve officers.

Staff proposed that Regulation 1007(b) and Procedures D-1, H-1, H-3, H-4, and H-5 be revised and modified to enact the proposed 730 hours served training modular instruction system. The concept of the proposed modular training model is to divide the Regular Basic Course content into a three-module format that meets the entry training requirements of all three levels of reserve officer. The proposed three-module training format is based on the expanded duties for Level III reserves, the changes in supervision and assignment of Level II reserves, and the basic training course requirement for Level I reserves. The 730 hours of training in the proposed three-module format exceeds the minimum standard required in the Regular Basic Course.

Ken O'Brien, Executive Director, reported that each written comment that has been received has been acknowledged and all concerns have been responded to in writing by staff. Written commentary received from the following individual was summarized and read into the record:

**James C. Lombardi, President, California Reserve Peace Officers' Association**, wrote that he would like the Commission to consider assigning a Level I Reserve recruit to a department appointed FTO that would oversee the 400 hour requirement but not necessarily be in direct contact or work with the reserves. He believes that there would not be enough FTO's to train all the fulltime and reserve recruits.

**Staff response was as follows:**

The field training program is an extension of the basic course requirement. The rationale behind the proposal to change Commission Regulation 1007 is to require Level I reserve officers to complete the same field training program as regular officers. The immediate supervision of the trainee by a qualified field training officer is a fundamental concept of the program. The use of an officer who has not met the criteria for selection as a field training officer to supervise, train, and evaluate a Level I reserve trainee would not meet the objectives of the field training program and would be a disservice to the trainee. If the training officer does not have daily contact with the trainee, he or she will be unable to properly document and evaluate performance. This would establish a lesser standard for reserve officer training when the Legislature (by the passage of Senate Bill 1874) has made the entry level and in-service training requirements for Level I reserve officers the same as a regular officer. For these reasons it is our position that immediate supervision by a qualified field training officer is critical and necessary for all trainees (including Level I reserve officers).

There was no opposition testimony offered.

Dianne DeVargas, California Law Enforcement Reserve Coordinators' Association, spoke in support of the recommendation, and additional comments were made by Rick Michelson, Grossmont College.

Agencies that have a temporary shortage of field training officers may assign Level I candidates to Level II duties pending the availability of qualified personnel.

An agency that is unable to comply with the field training requirement, due to significant financial constraints or the absence of qualified personnel to serve as field training officers, may request a waiver from the Commission for a specific period of time.

MOTION - del Campo, second - Kolender, carried unanimously to approve the proposed changes to Regulation 1007(b) and Procedures D-1, H-1, H-3, H-4, and H-5, to become effective July 1, 1999, subject to approval by the Office of Administrative Law.

## TRAINING PROGRAM SERVICES

### F. Report on Revised Training Requirements and Guidelines for Sexual Assault Investigation.

Staff related that Penal Code Section 13516 requires that the Commission prepare guidelines establishing standard procedures which may be followed by law enforcement agencies in the investigation of sexual assault cases, and cases involving the sexual abuse and exploitation of children. This statute also requires POST to prepare and implement a course for the training of specialists in these types of cases and mandates that investigators assigned to investigate these types of cases shall successfully complete that training within six months of the date they were assigned. These guidelines and curriculum have been recently updated to incorporate recent changes in law and investigative procedures. With the advent of many new strategies and protocol for these types of cases, it is recommended that the training curriculum be extended from 24 to 40 hours.

MOTION - Scully, second - del Campo, carried unanimously to, subject to the results of the proposed Notice of Regulatory Action, adopt the proposed curriculum and hour changes for inclusion into POST Regulation 1081(a) (12), and approve distribution of revised Guidelines for Sexual Assault Investigation.

### G. Request for Approval to Contract for Pilot of Robert Presley Institute of Criminal Investigation Hate Crime Course.

MOTION - Anderson, second - Kolender, carried unanimously by ROLL CALL VOTE, to authorize the Executive Director to enter into a contract with the Sacramento City/County Human Rights/Fair housing Commission for two pilot presentations of the ICI Hate Crime Foundation Specialty course in an amount not to exceed \$25,002 for FY 98/99.

### H. Proposed Contract for Domestic Violence Training.

On August 1, 1997, the Commission on POST was a recipient of a Violence Against Women Act (VAWA) Law Enforcement Training Grant in the amount of \$2,929,112. The funds were dedicated to five (5) projects. Four of the projects are currently being presented. It was proposed that the remaining project, consisting of three 24-hour courses, be presented to field training officers on teaching skills, learning modalities, legal updates, and the newest information on enforcing and enhancing trainees knowledge and performance in handling domestic violence situations.

On November 6, 1998, the Commission was the recipient of second year VAWA grant funding in the amount of \$1,660,333. The second year funds were dedicated to nine (9) projects. The following recommendations were made concerning three of those projects:

- 1) That during the Fiscal Year 1999-00, forty (40) 8-hour courses be presented to first responders and field supervisors on the dynamics of stranger rape, acquaintance rape, spousal rape, updated laws, techniques for interviewing victims and suspects, evidence collection, and utilizing medical and community support systems;
- 2) That during the Fiscal Year 1999-00, twenty (20) additional 8-hour Domestic Violence for First Responders workshops and four (4) Domestic Violence Criminal Investigations courses be presented throughout the state;
- 3) That during the Fiscal Year 1999-00, ten (10) 8-hour courses be presented to public safety dispatchers on the dynamics of domestic violence, updated laws on domestic violence, court orders, and understanding the safety dispatcher's role and responsibility in dispatching family violence incidents.

MOTION - del Campo, second - Carre, carried unanimously by ROLL CALL VOTE, to authorize the Executive Director to enter into contracts with San Diego Regional Training Center for the following:

- o Design and presentation of forty (40) Sexual Assault for First Responders Courses for Fiscal Year 99/00 in an amount not to exceed \$160,000.
- o Design and presentation of twenty (20) additional Domestic Violence for First Responders workshops and four (4) additional Domestic Violence for Criminal Investigation courses in an amount not to exceed \$220,000 for Fiscal Years 98/99 and 99/00.
- o Design and presentation of ten (10) Domestic Violence for Public Safety Dispatcher Courses for Fiscal Year 99/00 in an amount not to exceed \$32,000.
- o Design and presentation of three (3) Train the Trainer for Field Training Officers Course for Fiscal Year 98/99 in an amount not to exceed \$25,500.

I. Request for Contract Augmentation - Hazardous Materials CD-ROM Training Program

After careful analysis, POST staff and subject matter specialists determined that the current contract with OnGUARD, in the amount of \$60,000, to develop a CD-ROM interactive multimedia course on Hazardous Materials Awareness training would be

enhanced by the addition of three interactive exercises that would give officers practice in applying the knowledge they had learned in the course. The cost for adding the exercises is \$10,000.

MOTION - Anderson, second - Hunt, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to augment the current contract with OnGUARD for developing the CD-ROM course on Hazardous Materials Awareness training to produce three interactive scenario exercises for an additional \$10,000. Total contract amount increased from \$60,000 to \$70,000.

J. Request for Approval of a Contract Augmentation with KPBS, San Diego State University to Revise the California P.O.S.T. Television Network (CPTN) opening and Redesigning of the Studio Set

In an effort to provide professional video presentations and to create and maintain a professional and polished satellite television network that meets the visual expectations of its viewers, it was proposed that the California P.O.S.T. Television Network (CPTN) "opening" be revised and the studio set be redesigned.

MOTION - Scully, second - del Campo, carried unanimously by ROLL CALL VOTE to approve a contract modification for this purpose with San Diego State University in the amount of \$95,000.

**BASIC TRAINING**

K. Report on Proposed Changes to Basic Course Requalification Process

Staff set forth need for proposed changes to the Basic Course Requalification process. If no one requests a public hearing, the changes would go into effect upon approval of the Office of Administrative Law as to form and procedure.

MOTION - Scully, second - Anderson, carried unanimously to approve, subject to Notice of Proposed Regulatory Action Process, changes to Regulation 1008 and Procedures D-10 and D-11 that would: (1) separate the Basic Course Requalification Process from the Basic Course Waiver Process; (2) establish modified eligibility requirements for the requalification process, (3) specify the 136-hour Requalification Course in Procedure D-10, and (4) make other technical changes to the regulations.

## STANDARDS AND EVALUATION

### L. Report on Patrol Officer Job Analysis

POST Strategic Plan Objective A.11 requires completing an updated job analysis of the entry-level peace officer position. Phase One of the project, the task analysis, is complete and staff distributed a copy of the draft report to the Commission members. The completed copy will be distributed within the next several months. Phase Two, Developing and linking knowledge and skill statements to the tasks, is being conducted on the Basic Training Bureau's workbook development schedule. Identifying discrepancies between job tasks and basic course curriculum (Phase Three) is being conducted during the test alignment process. A strategic analysis (Phase Four) will be conducted to gather executive input on predicted changes that will occur in the entry-level patrol officer position over the next five years.

This report was provided for information purposes only and no action was required.

## TRAINING DELIVERY AND COMPLIANCE

### M. Request for Approval of a Contract with California State University - Sacramento, Regional and Continuing Education, to Present Crime Analysis Training for Fiscal Year 1998-99

Staff reported that California State University - Sacramento, Regional and Continuing Education, has agreed to develop a 'California Crime Analysis Institute' as directed by POST. A Certificate in Crime and Intelligence Analysis will be awarded to those who successfully complete the entire series and will allow them certification from the California Department of Justice.

MOTION - del Campo, second - Kolender, carried unanimously, by ROLL CALL VOTE to authorize the Executive Director to contract with California State University - Sacramento, Regional and Continuing Education, to present crime analysis training for Fiscal Year 1998-99, in an amount not to exceed \$26,400.

### N. Request for Approval of a Contract with the Department of Justice, Advanced Training Center

The current Interagency Agreement between POST and the Department of Justice is in an amount not to exceed \$1,200,000. This proposal seeks to amend the existing contract by \$676,000 to present two new high-tech computer crimes courses and provide augmentation of funding for a current high-tech crimes course.

MOTION - Hunt, second - Anderson, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to amend the current Interagency Agreement with the Department of Justice Advanced Training Center to present the described training courses for an amount not to exceed \$676,000.

O. Report and Recommendation to Schedule a Public Hearing to Amend Commission Regulations to Reimburse Agencies for POST- Certified Training Presented in States Contiguous to the State of California.

POST has been participating in efforts to create cooperative agreements with States contiguous to the State of California. This action will increase the availability of training for agencies and personnel assigned to sparsely populated border regions of California. Initial collaborative training efforts between California and Oregon have proven successful, and discussions regarding a similar effort have been initiated with Nevada and, to a limited extent, Arizona. During discussion of this issue, staff clarified that the training would be limited to areas that are easily accessible from California.

MOTION - Anderson, second - Kolender, carried unanimously to schedule a Public Hearing for the April 1999 Commission meeting for the purpose of considering the proposed amendment to Regulation 1015, Reimbursements.

**COMMITTEE REPORTS**

P. Report of Strategic Plan Implementation Committee

Commissioner TerBorch, Chairman of the Strategic Plan Implementation Committee, reported that 76 percent of the 60 objectives are in progress and several others are considered ongoing. The Committee will meet again prior to the April Commission meeting to review the status and address the upcoming revision to be presented to the Governor.

Q. Report of the Long Range Planning Committee

Commissioner TerBorch, member of the Long Range Planning Committee, reported on the Committee meeting held on January 7, 1999.

1) Proposal in Honor of Late Commissioner Sherman Block

To recognize Commissioner Sherman Block's many and significant contributions to the Commission and California Law Enforcement, the Commission is considering the creation of an appropriate memorial. The goals of the memorial are to: a) perpetuate the memory of Commissioner Block and recognition of his

significant contributions to law enforcement training; b) create a memorial that is recognized throughout the law enforcement community for its value and excellence; and c) create a memorial that exemplifies Commissioner Block's interest in creating excellence in law enforcement programs and services.

After looking at several alternatives, the Committee recommended that the Supervisory Leadership Institute be renamed the Sherman Block Supervisory Leadership Institute.

MOTION- TerBorch, second - Kolender, Scully, del Campo, Carre, Schons, Anderson, Hunt, carried unanimously that the Supervisory Leadership Institute be renamed the Sherman Block Supervisory Leadership Institute in honor of the late Commissioner Sherman Block.

2) Report on Supervisory Leadership Institute

Over the last several years the success and popularity of the Supervisory Leadership Institute program has resulted in a waiting list of over 850 candidates, with some having to wait over three years. The Committee examined the status of the program and the following recommendations were made:

- a) Suspension of New Applications  
Suspend accepting new applications for one year, between February 1, 1999 to January 30, 2000. This suspension period will allow for the new application policies to become effective and the opportunity to significantly reduce the current waiting list.
- b) Limit Applications  
Starting February 1, 2000, only 450 applications per year will be accepted, in addition to those remaining on the current waiting list. Based on 12 classes beginning every eight months, there will be 18 classes offered in one year, which will accommodate a total of 432 applicants.
- c) Change Application Criteria  
All new applicants must be a supervisor with two years of full-time experience supervising peace officer employees and agree to remain in a California law enforcement agency for a period of five years after graduation.

- d) Immediate Class Assignment  
Class assignments will be made immediately upon receipt of the year's allotment of applications. If an applicant becomes ineligible to attend SLI (promotion, retirement), the applicant will be dropped from the list. POST will discontinue the practice of allowing the applicant's agency to fill the spot with an alternate.
- e) Waiver of Assignment  
An applicant may waive a class assignment once for an appropriate reason (personal or professional emergency), as determined by the POST SLI Coordinator. The applicant who waives for an acceptable reason will be assigned to the next available class. Subsequent declines for any reason will remove the applicant from the pool and require a new application. Those unable to cite an acceptable reason for waiving will be removed from the list and will have to reapply.
- f) Large Agencies  
The practice of guaranteeing large agencies one or two seats in each SLI class will be discontinued. However, beginning February 1, 2000, the following agencies having more than 1000 sworn employees, will be allowed to submit a maximum number of applications, as follows:
- Los Angeles Police Department and Los Angeles Sheriff's Department: 36;  
California Highway Patrol; San Diego Police Department; and San Francisco Police Department: 18;  
Orange County Sheriff's Department; Riverside County Sheriff's Department; Sacramento County Sheriff's Department; San Bernardino County Sheriff's Department; San Diego Sheriff's Department; and San Jose Police Department: 12.
- All other agencies in the state will be limited to a maximum of six applications per year.
- g) Add Two New Classes  
Start two new classes, one beginning May 1999, and one beginning July 1999.

By implementing the above recommendations, it is estimated that the current

waiting list will be eliminated within the year 2000. Thereafter, the wait time for applicants will be a year or less.

Commissioner Hunt commented that it is to the credit of not only POST staff, but the course instructors, that the classes are so much in demand.

MOTION - TerBorch, second - del Campo, carried unanimously by ROLL CALL VOTE to accept the above recommendations of the Long Range Planning Committee.

h) Police Corps Program

The Police Corps and Law Enforcement Officers Training and Education Act (Title XX), also known as the "Police Corps Act", is a federally funded program which provides scholarships to students in exchange for service within a police department.

Any state can participate in the Police Corps program by submitting a State Plan to the Office of the Police Corps and Law Enforcement Education. The plan must designate a state lead agency that will administer the program.

After careful analysis, the Long Range Planning Committee recommends that POST not be the lead agency for this program, although POST is supportive of the program.

There was no action required by the Commission.

i) Organizational Study of POST

The Committee recommended that an organizational study be conducted to ensure that each POST bureau overlaps properly and that each has a clear-cut responsibility and jurisdiction.

MOTION - TerBorch, second - Hunt, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to contract with a public entity for services of a consultant to conduct an organizational study of POST at a cost not to exceed \$37,950.

j) Instructor Training Requirements Concept

Staff has begun to identify particular courses or topics for which: 1) there already exists specialized instructor development courses, and 2) there is strong logic for establishing an instructor development training requirement. The Committee strongly recommended that the training requirements included the Basic Course Instructors. Staff will continue to research this issue and report back to the Committee at the April meeting.

This was an information item only and required no action by the Commission.

R. Finance Committee

Michael Carre, Chairman of the Finance Committee reported that the Committee met on January 20, 1999 in San Diego.

Commissioner Carre stated that the assistance provided by staff was a key element in preparation of his report. In particular Commissioner Carre commended Glen Fine, Hal Snow, Frederick Williams and Tom Liddicoat.

In addition to items already addressed on the agenda, the Commission discussed the following:

Financial Report - Second Quarter for FY 98/99

Revenue received for the first six months of this fiscal year, through December 31, 1999, is significantly more than anticipated. The total, \$25,018,327, is \$1,873,327 more than originally anticipated, and 40% more than was received for the same period last fiscal year. Projected revenue was increased by approximately \$12 million for FY 98/99 through a budget augmentation provided by the Governor and Legislature.

FY 98/99 Governor's Budget

As anticipated, the Governor's Budget reflects a \$47.9 spending authorization for POST.

Driver Training Simulators and Regional Skills Centers

Following recommendations of the Committee, the Commission took the following actions:

MOTION - Carre, second - del Campo, carried unanimously to express conceptual approval for guidelines concerning simulator-based driver training.

MOTION - Carre, second - del Campo, carried unanimously to approve continuation of Plan III tuition for Driver Simulator Training and to also include Firearms Simulator Training.

MOTION - Carre, second - Scully, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to contract with eight of the existing Driver Training Simulator sites to purchase a firearms training simulator, at a maximum cost of \$100,000 each, and a total cost of \$800,000. The sites include: Siskiyou County Sheriff's Department, Redding Police Department, Stanislaus County Sheriff's Department, Los Angeles County Sheriff's Department, Los Angeles Police Department, San Bernardino County Sheriff's Department, Alameda County Sheriff's Department and San Jose Police Department.

MOTION - Carre, second - Kolender, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to contract with the following organizations to provide them with upgraded Doron Driving Simulators at \$372,000 each and a Firearms Training Simulator at \$100,000 each, for a total of \$2,832,000: Ventura (Regional Training Site); Santa Rosa Regional Training Center; Fresno (Regional Training Site); San Diego (Regional Training Site); Orange County Sheriff's Department; Ben Clark Regional Training Center - Riverside County Sheriff's Department.

AMENDMENT TO ABOVE MOTION - TerBorch, second - del Campo, approved unanimously to amend the above Motion to provide that the Ventura site be changed to a site located within the Central Coast Region, and that the Executive Director be permitted the flexibility to determine whether that area requires a mobile training program.

MOTION - Carre, second - del Campo, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to contract with the three original recipients of driver training simulators (Los Angeles County Sheriff's Department, San Bernardino County Sheriff's Department, and the San Jose Police Department) to provide them with upgraded driver training simulators at a cost of \$362,000 each, for a total of \$1,086,000. Contract stipulations would require that each recipient would adhere to POST's guidelines and requirements for certification and that they must have POST-certified driver simulator training courses.

MOTION - Carre, second - del Campo, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to contract with the Sacramento County Sheriff's Department in the total amount of \$350,000. The purpose of the contract is to provide a mobile trailer, including a firearms simulator and truck at \$250,000, as well as a contract for a portion of the operational and instructional costs to be paid by POST, not to exceed \$100,000.

MOTION - Carre, second - Anderson, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to contract with the following:

- (1) Firearms Training Systems for up to 59 scenario sets including packaging and postage @ \$1,250, totaling \$73,750;
- (2) Advanced Instructional Systems for up to six scenario sets including packaging and postage @ \$1,500 each, totaling \$9,000;
- (3) IES Elect Industries for up to two scenario sets including packaging and postage @ \$500 each, totaling \$2,000;
- (4) 15 additional sets from one or a combination of the above vendors for mini-skills centers @ \$1,500 each, totaling \$22,500.

The total amount will be \$107,250.

MOTION - Carre, second - del Campo, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to contract with the lowest bidder to provide CD-ROM equipment (specifications previously approved by the Commission) to each of the 38 regular Basic Academies, @ \$3,000 each for 38 of such items, for a total of \$114,000.

MOTION - Carre, second - Scully, carried unanimously by ROLL CALL VOTE to reopen the satellite reimbursement program to 102 eligible agencies in the POST reimbursement program that did not take advantage of this opportunity on two previous occasions. Maximum reimbursement having been set at \$1,975 per system, it is projected that as many as 75 of them would seek reimbursement at a total cost of \$148,125.

MOTION - Carre, second - del Campo, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to contract with an entity to convert the existing IVD training program (Alcohol and Drug Recognition and Investigation) to CD-ROM format at a cost not to exceed \$324,000.

MOTION - Carre, second - Anderson, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to contract with a law enforcement agency or other organization to provide the services for one-year of a Special Consultant in the POST Management Fellowship Program to coordinate development of simulator training programs at a cost not to exceed \$130,000.

MOTION - Carre, second - Anderson, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to contract with the Modesto Regional Training Center

for the purchase of a truck (\$35,000) to pull an existing mobile trailer containing a firearms simulator, plus \$100,000 shared Plan III operating costs for one year (total not to exceed \$135,000).

MOTION - Carre, second - Kolender, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to contract with the West Covina Police Department to replace the driving simulator for the West Covina Police Department at a cost of \$362,000.

MOTION - Carre, second - Scully, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to contract with the Contra Costa County Municipal Risk Management Authority for a total amount of \$100,000 to provide a firearms simulator.

MOTION - Carre, second - Anderson, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to contract with the Alameda County Sheriff's Department for a total amount of \$362,000 to provide a driving simulator.

#### Reimbursement Policy

En route subsistence is based upon the number of miles a trainee's agency is from the course site. It is not reimbursed for mileage of less than 50 miles. The maximum allowance is currently \$119 for a round trip of 400 miles or greater. However, staff's research of this issue has reflected the need for a special adjustment specifically related to the Museum of Tolerance's one-day training course.

This course is unique in that agencies are encouraged to send trainees from all areas of the State to a one-day course. Many trainees must stay overnight and do not qualify for a full day's subsistence allowance under current rules for calculating reimbursement. The fiscal impact of making a special adjustment for this course will be minimal.

MOTION - Carre, second - Hunt, carried unanimously to authorize staff to adjust en route subsistence rules to allow a full day's per diem for all trainees who lodge overnight in order to attend the Museum of Tolerance one-day training course.

#### Proposed Contracts for Fiscal Year 1999-2000

The Finance discussed a number of proposed contracts for the FY99-00.

MOTION - Carre, second - del Campo, carried unanimously that the Executive Director be authorized to negotiate the proposed contracts for Fiscal Year 1999-2000 in their entirety, and return them to the April 1999 Commission meeting for formal approval.

S. Report of the Legislative Review Committee

Commissioner Kolender, Chairman of the Legislative Review Committee reported that the Committee met on Thursday, January 21, 1999 at 9:00 a.m. Sheriff Kolender gave a summary of the legislation, together with the Committee's recommended positions on the legislation, as follows:

- 1) Amendment to Penal Code Section 12403.5 to transfer tear gas training for security guards to Dept. of Consumer Affairs.  
POST is the sponsor of this bill and Senator Rainey has agreed to author it. It has not yet been assigned a bill number.
- 2) Amendment to Penal Code Section 13523 to allow POST to reimburse for Level I and II Reserve Officers to meet CPT requirement.  
CSSA and POST are co-sponsors of this measure. It will be taken up at the January CSSA meeting. The language of this bill will probably be amended into an existing piece of legislation at a later time.
- 3) Amendment to Penal Code Section 832.3 (b) to allow for mid-course and end-of-course testing in the Basic Course. POST is the sponsor of this bill. It has not yet been assigned a number but it will be authored by the Senate Public Safety Committee.
- 4) Proposal to amend Penal Code Section 832 to increase training of employees of utility companies, water companies, and park district police from the 64 hours that they now receive to 90 plus hours. There is anticipated opposition from large and influential entities and it has been determined that it would be better not to introduce the bill this year. The delay will give staff the opportunity to work with labor and management representatives, along with other interested parties, to increase our chances for success with this measure.

The new legislation considered by the committee was as follows:

- 1) SB 66 - (Murray) This bill would require the Commission to develop 'uniform, minimum guidelines that would be adopted by California law enforcement agencies to be employed in establishing race neutral criminal profiles'. The Committee recommends POST take a position of 'oppose'.
- 2) SB 122 (Haynes) This bill is titled the Public Safety Training Pilot Project Act of 1999. It would create the Public Safety Training Facilities Fund which would finance a three-year pilot project to develop three regional skills centers. This is

essentially the same language as AB 1496 (Papan) from the last legislative session, which died in committee. The Committee recommends POST take a 'neutral' position.

- 3) SB 163 (Hughes) This bill authorizes four counties (Los Angeles, San Francisco, Ventura, and Riverside) to form Fiduciary Abuse Specialist Teams (FAST) to protect elder citizens from financial abuse. The bill calls for each law enforcement member of a FAST team to complete a course of training certified by POST within 24 months of taking official action on behalf of an elder victim. This measure is being reintroduced after being vetoed by Governor Wilson last year. The committee recommends POST take a 'neutral unless amended position' because we do not think training should be recurring every 24 months.
- 4) SB 78 (Murray) This bill would require all California police officers to collect specific data when conducting vehicle stops, which would be sent to the Department of Justice and used for research and statistical purposes. Although, as written, this proposal does not directly impact POST, the committee felt that because it would be so detrimental to law enforcement, create additional expense, and possibly have a future impact on POST funding, POST should take an 'oppose' position.
- 5) AB 115 (Maddox and Baugh) This bill would annually appropriate \$100,000,000 from the General Fund to the Controller to fund each county's Supplemental Law Enforcement Services Fund (SLESF). This bill would also extend the operation of local law enforcement funding provisions indefinitely. After careful examination of this measure, the intent is still unclear and the Committee recommends that POST continue to watch and monitor this piece of legislation.

MOTION - Kolender, second - del Campo, carried unanimously to accept the Legislative Review Committee Report, including the Committee's recommended positions on each bill.

T. Report of the Advisory Committee

Charles Byrd, Chairman of the Advisory Committee reported that the Advisory Committee met on January 20, 1999 at 10:00 a.m.

### Governor's Awards

Concerning the annual Governor's Award for Excellence in Peace Officer Training:

- a) Sergeant Duane Fredrickson of the Eureka Police Department was recommended for the Individual Achievement category;
- b) San Bernardino Police Department was recommended for the Organizational Achievement category, for its Leadership Training and Community Policing Program;
- c) No recommendation was made for the Lifetime Achievement category.
- d) The Committee recommended that POST develop some form of special recognition for the Second Place finishers.
- e) The POST Advisory Committee will be reviewing the award's categories, selection criteria and marketing issues on April 7, 1999.

MOTION - del Campo, second - Anderson, carried unanimously to accept the recommendations of the Committee.

### OLD/NEW BUSINESS

#### U. Welcome New Advisory Committee Member, Al Waters

Chairman TerBorch introduced Lieutenant Al Waters, of the San Francisco Sheriff's Department. Lt. Waters has been nominated by the California Coalition of Law Enforcement Associations (CCLEA), as the Association's representative to the POST Advisory Committee.

MOTION - Hunt, second - Anderson, carried unanimously to appoint Al Waters to the Advisory Committee.

#### Nominating Committee

Chairman TerBorch announced that Commissioner del Campo will Chair the Nominating Committee; Commissioners Scully and Anderson will be members of the Committee.

### FTO Evaluation Form

Ted Hunt reported that there were concerns regarding this evaluation and he would like further discussion on the issue before going forward. It was determined that this issue should be brought before the Long Range Planning Committee at its next meeting and then brought back to the Commission at its April 1999 meeting.

### Correspondence

Executive Director Ken O'Brien reported that a response had been made to the letter received from James Hernandez of California State University, Sacramento. Mr. Hernandez had requested that POST participate in a Pacific Rim Conference to the extent of allowing them to use the POST logo, assigning personnel to work with them, and to certify the training involved at the Conference. An analysis of the request resulted in staff's recommendation that the Conference not be allowed to use the POST logo, or have POST personnel assigned to participate in the training. However, the recommendation included that there be a review of any training submitted to POST, by the Pacific Rim Conference, for possible certification.

ADJOURNMENT □ 1:45 P.M.

Respectfully submitted,



ANITA MARTIN  
Secretary

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Course Certification/Decertification Report		Meeting Date March 11, 1999
Bureau Training Delivery & Compliance Bureau	Reviewed By Dick Reed, Chief <i>[Signature]</i>	Researched By Rachel S. Fuentes <i>[Signature]</i>
Executive Director Approval <i>[Signature: Kenneth J. O'Brien]</i>	Date of Approval	Date of Report February 22, 1999
Purpose <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input checked="" type="checkbox"/> No

In the space provided below, briefly describe the **ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION.** Use additional sheets if required.

The following courses have been certified or decertified since the January 21, 1999 Commission meeting:

### CERTIFIED

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
1.	Team Building Workshop	R. Daniel Israel, Ed.D.	TBW	III	\$ 3,935
2.	Hate Crimes	Anti-Defamation League	Technical	IV	1,020
3.	Rifle-Marksmanship & Sniper	San Francisco P.D.	Technical	IV	16,700
4.	Firearms-Semi-Auto Rifle	San Francisco P.D.	Technical	IV	2,508
5.	Crime Scene Inv./Evidence Recovery	FBI, Sacramento	Technical	IV	3,200
6.	Dev./Learning Disabilities-ID & Accommodating	San Joaquin Co. SD.	Technical	IV	864
7.	Firearms/Sub-Machine Gun	San Bernardino S.D.	Technical	IV	4,000
8.	Digital Imaging	Kern Co. S.D.	Technical	IV	2,355
9.	Arrest & Control Techn-Basic	Lompoc P.D.	Technical	II*	1,600
10.	COPS-Policing Techniques Update	Sacramento Co. S.D.	Technical	IV	360
11.	Community Oriented Policing	Sacramento Co. S.D.	Technical	IV	720

\*Backfilled approved courses

CERTIFIED (Continued)

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
12. Firearms/Sub-Machine Gun	Golden West College	Technical	IV	\$ 7,440
13. Research & Statistic-Sampling	CSU, Sac, Continuing Technical Education	Technical	IV (w/Contract)	4,000
14. Research & Statistics - Forecasting	CSU, Sac, Continuing Technical Education	Technical	IV (w/Contract)	5,000
15. Criminal Inv. Analysis-Suspects	CSU, Sac, Continuing Technical Education	Technical	IV (w/Contract)	4,000
16. Criminal Inv. Analysis-Violent Crimes	CSU, Sac, Continuing Technical Education	Technical	IV (w/Contract)	5,000
17. Criminal Intelligence Analysis	CSU, Sac, Continuing Technical Education	Technical	IV (w/Contract)	4,000
18. Intelligence, Basic Elements	CSU, Sac, Continuing Technical Education	Technical	IV (w/Contract)	5,000
19. Crime Analysis Application	CSU, Sac, Continuing Technical Education	Technical	IV (w/Contract)	5,000
20. Crime Analysis	CSU, Sac, Continuing Technical Education	Technical	IV (w/Contract)	4,000
21. Community Oriented Policing	San Bernardino S.D.	Technical	IV	2,000
22. Training Conference (Bloodhound Handler)	Alameda P.D.	Technical	N/A	-0-
23. Comm. Training Ofcr.	Riverside Co. S.D.	Technical	IV	10,032
24. Dispatcher, Medical Emer. Public Safety	Brea P.D.	Technical	IV	4,277
25. Crime Scene Inv.-Advanced	Santa Barbara S.D.	Technical	IV	2,430
26. COPS - Supervision	Sacramento P.D.	Technical	IV	-0-
27. Defensive Tactics Update	Oxnard P.D.	Technical	II*	8,000
28. Less Lethal Force Instructor	Davis P.D.	Technical	N/A	-0-

\*Backfilled approved courses

CERTIFIED (Continued)

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
29. Firearms Instructor	Santa Rosa TC	Technical	IV	\$ 10,800
30. Reporting Writing	Fullerton College	Technical	IV	2,560
31. Conflict Resolution - 1 <sup>st</sup> Responder	Alameda Co. S.D.	Technical	IV	6,738
32. Fraud Investigation, Adv.	DOJ Training Center	Technical	IV (w/Contract)	30,000
33. Driver Training (EVOC) Update	Calif. Highway Patrol	Technical	II*	10,320
34. Gangs-Cal Gang Computer System	Fresno Co. S.D.	Technical	IV	8,100
35. Bicycle Patrol	Pasadena P.D.	Technical	IV	7,340
36. Ofcr. Safety/Field Tactics Update	FBI, San Diego	Technical	II*	12,852
37. Tactical Breaching	Los Angeles Co. S.D.	Technical	III	18,489
38. Corporal Training	San Diego Co. S.D.	Technical	IV	9,072
39. Community Service Officer	San Diego Reg. PSTI	Technical	IV	29,579
40. Cultural Diversity	Yuba College	Technical	IV	3,840
41. Supervisory Update	Sunnyvale DPS	Technical	IV	2,250
42. Skills & Knowledge Modular Training	BART P.D.	Technical	IV	8,400
43. Child Passenger Restraint Instructor	Ray Simon CJTC	Technical	IV	630
44. Pedestrian/Bike Accident Reconstruction	San Jose P.D.	Technical	II	9,000
45. Arrest & Firearms (P.C. 832)	Santa Monica College	P.C. 832	N/A	-0-
46. Internal Affairs Investigation	Sacramento RCJTC	Technical	IV	864

\*Backfill approved courses

**CERTIFIED (Continued)**

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
47. Driving Under the Influence	Los Angeles P.D.	Technical	III	\$ 48,000
48. Community Service Officer	Riverside Co. S.D.	Technical	IV	12,420
49. Dispatcher, Medical Emer. Public Safety	Monrovia P.D.	Technical	IV	11,760
50. Line-of-Duty Deaths	Shasta Co. S.D.	Technical	N/A	-0-
51. Training Conference (Use of Force)	Calif. Assn. Of Force Instructors	Technical	N/A	-0-
52. Instructor/Curriculum Dev.	Sacramento RCJTC	Technical	N/A	-0-
53. - 58. There were six additional IVD courses certified as of 2-22-99. To date, 196 IVD certified presenters have been certified and 741 IVD courses certified.				

There were no additional Telecourses certified as of 2-22-99. To date, 425 Telecourse presenters have been certified.

**DECERTIFIED**

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>
1. Rifle Marksmanship-Sniper, Adv.	Huntington Beach P.D.	Technical	IV
2. Team Building Workshop	Dr. David E. Hartl	TBW	III

TOTAL CERTIFIED	<u>52</u>
TOTAL PROPOSITION 115 CERTIFIED	<u>0</u>
TOTAL TELECOURSES CERTIFIED	<u>0</u>
TOTAL IVD COURSES CERTIFIED	<u>6</u>
TOTAL DECERTIFIED	<u>2</u>
TOTAL MODIFICATIONS	<u>59</u>

3,321 Skills & Knowledge Modules certified as of 2-22-99  
741 IVD Courses as of 2-22-99  
425 Telecourses as of 2-22-99  
2,605 Other Courses certified as of 2-22-99  
762 Certified Presenters

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title NEW AGENCY - Yolo County District Attorney		Meeting Date April 15, 1999
Bureau Training Delivery and Compliance Bureau	Reviewed By Dick Reed, Chief <i>Dick Reed</i> 1-19-99	Researched By <i>Robert Spurlock</i> Bob Spurlock
Executive Director Approval <i>Kenneth F. O'Brien</i>	Date of Approval 1-26-99	Date of Report January 19, 1999
Purpose <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the **ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION**. Use additional sheets if required.

ISSUES

The Yolo County District Attorney's Office is seeking entry into the POST Regular (Reimbursable) Program on behalf of its investigators.

BACKGROUND

The provisions of Section 830.1 of the Penal code permit a District Attorney's Office to employ sworn investigation. The Yolo County Board of Supervisors has submitted the proper documentation supporting POST objectives and regulations.

ANALYSIS

The Yolo County District Attorney's Office has 20 full-time investigators. Adequate background investigations have been conducted and the agency is complying with POST Regulations. It is estimated the fiscal impact to the POTF will be approximately \$4,000.00 per year.

RECOMMENDATION

The Commission be advised that the Yolo County District Attorney's Office be admitted into the POST Regular (Reimbursable) Program consistent with Commission Policy.

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>Humboldt County Marshal's Department -Withdrawal from POST Regular (Reimbursable) Program</b>		Meeting Date <b>April 15, 1999</b>
Bureau <b>Training Delivery &amp; Compliance Bureau</b>	Reviewed By <b>Dick Reed, Chief</b> <i>DR</i> 1-19-99	Researched By <i>Robert J. Spurlock</i> <b>Bob Spurlock</b>
Executive Director Approval <i>Kenneth L. O'Brien</i>	Date of Approval	Date of Report <b>January 19, 1999</b>
Purpose <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) , <input checked="" type="checkbox"/> No

In the space provided below, briefly describe the **ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION**. Use additional sheets if required.

### ISSUE

The Humboldt County Marshal's Department has been merged with the Humboldt County Sheriff's Department as a result of a reorganization of county government. The effective date was January 1, 1999.

### BACKGROUND

The Department is no longer eligible for POST membership. Documentation from Ron Lewis, former Humboldt County Marshal, has been received advising POST of that fact.

### ANALYSIS

The department had eight sworn officers.

This change will have no impact on the POST budget.

### RECOMMENDATION

The Commission be advised that the Humboldt County Marshal's Department has been removed from the POST Regular (Reimbursable) Program.

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title American Institutes for Research's Report on the Independent Effectiveness Evaluation of the <i>Tools for Tolerance</i> Training Course		Meeting Date March 11, 1999
Bureau Training Program Services	Reviewed By Bud Lewallen <i>[Signature]</i>	Researched By Steve Chaney
Executive Director Approval <i>[Signature]</i>	Date of Approval 2-22-99	Date of Report February 22, 1999
Purpose <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input checked="" type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

### ISSUE

This is the summary report on the effectiveness evaluation project conducted from July 15, 1998 to November 15, 1998 on the *Law Enforcement Tools for Tolerance* training course presented by the Museum of Tolerance (MOT) in Beverly Hills, California. This independent assessment project was conducted by American Institutes for Research based upon a request from the Commission at it's January 1998 meeting.

### BACKGROUND

The *Tools for Tolerance* (TFT) training course is presented approximately 230 times each year to an annual enrollment of over 7,000 California peace officers and other law enforcement agency personnel in public contact positions. Since 1996 the State legislature has directed POST to provide stewardship of a two-million dollar annual legislative appropriation for presentations of this eight-hour training course. It has the largest single course attendance of all courses currently certified for presentation by POST. POST is soon to enter into the fourth year contract for recertifying presentations of the *Tools for Tolerance* training course and has recognized the need to assess the program's effectiveness.

### ANALYSIS

A contract was awarded to the American Institutes for Research, John C. Flannagan Center (AIR) in Palo Alto, California. AIR is a highly regarded national research firm with offices in both the East and West coasts. POST Project Manager Steve Chaney worked closely with AIR and MOT to provide liaison and oversight during the six month evaluation project. AIR provided monthly progress reports to POST and the Museum of Tolerance. A draft of the final report was presented to POST on November 16, 1998 for review, with a final summary report presented on December 16, 1998.

The report concludes that law enforcement personnel who attended the TFT training program found most of the program components interesting, but they had difficulty connecting what they learned to their jobs. Perhaps as a result, the program positively affected trainee awareness, knowledge, and community attitudes toward the public up to at least 6 weeks following program participation, but produced relatively few longer-term positive effects. Only three intended effects of the program were discernible 6 to 10 months following program participation, and none of these involved positive change in behavior. Finally, differences in the reactions of different types of law enforcement personnel to particular program components suggest that tailoring of course components to the needs of participants would be desirable.

Considering these findings, the greatest needs of the TFT training program are to connect the presentations related to the Holocaust and the various exhibits on intolerance more directly to the work of law enforcement personnel.

Suggestions made to improve the program effectiveness include providing an introductory overview, more facilitated discussions, active participation of sworn facilitators, and the identification of a greater number of strategies to promote tolerance.

Attached is the executive summary of the effectiveness evaluation report provided by AIR. The primary components of the independent assessment are summarized and recommendations for related program improvements are included. Copies of the complete report with support data appendices are available to Commissioners upon request at this meeting.

The Museum of Tolerance has been provided with a copy of the full report. On February 4, 1999 POST staff facilitated a workshop with AIR research scientists and MOT staff to develop appropriate action items. POST staff is currently working with the MOT staff and administration to implement these recommendations for constructive modifications and enhancements to the Tools for Tolerance program in course instructional design, content, and delivery. The related Strategies/Action Item report is also available upon request at this meeting. It should be noted that the Museum has advised POST that they are already making program modifications in response to these recommendations.

This report is provided for information purposes only and no specific action of the Commission is requested.

# Evaluation of the 'Tools for Tolerance' Training Program

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## Context and Background

The State of California has a large and diverse population that will grow larger and even more diverse over the next 30 years. With our present and growing population density and diversity comes the need for tolerance and respect for others and the recognition of the distinctive talents and abilities that all residents possess. John W. Gardner has called the incorporation of diversity the "transcendent goal of our time"<sup>1</sup>, in large part because the alternative severely limits the chances for survival of the healthy democracy we cherish. This need to exercise and promote tolerance and to build the sense of community with others on a daily basis is particularly pressing for individuals on the "front lines" of our society. Law enforcement officers, judges, and teachers, for example, are the *de facto* leaders in the fight to maintain and strengthen civility and democracy.

The *Tools for Tolerance* (TFT) training program, conducted by the Simon Wiesenthal Center of the Museum of Tolerance in Los Angeles, was designed to promote tolerance within this context of increasing diversity throughout the state. The TFT training program uses technologically sophisticated exhibits, interactive displays, various graphical materials, films, and speakers to explore the dynamics of stereotyping, racism, and hate crimes in historic and contemporary contexts. This program is one of the largest in the state for law enforcement personnel, serving an average of about 7,000 sworn and nonsworn personnel per year since its inception in 1996. For this reason, the Peace Officer Standards and Training (POST) Commission called for an evaluation of the TFT training program capable of assessing program effectiveness in terms of its stated outcomes. If gaps were noted between goals and accomplishments, POST and TFT training program staff were also interested that the evaluation provide recommendations of ways the program might be improved.

The TFT training program was designed to promote tolerance within the context of increasing diversity in California

## Evaluation Approach

The Center for Community Research at the American Institutes for Research (AIR) carried out the 5-month evaluation of the TFT training program from July to December 1998. Our evaluation goals were those described in the POST Request for Proposals (RFP):

- Describe and assess actual administration and presentation of the TFT training program
- Assess any short-term (immediate) or longer-term (six months or more) impacts of the training program on training participants
- Assess any short-term (immediate) or longer-term (six months or more) impacts of the training program on participants' agencies
- Assess any impacts of the training program on the relationships between participants and the clients and communities they serve

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1 John W. Gardner (1991). *Building Community*. Washington, DC: The Independent Sector.

The RFP also made clear that POST was interested in the differential impacts of the program for participants who held different law enforcement positions (e.g., police officer versus nonsworn staff member).

### **Program Processes**

To understand the contents and instructional strategies employed by the TFT training program (i.e., the program processes), we attended many sessions and parts of sessions of the program with different groups of trainees. We spoke frequently with program staff and with workshop presenters and facilitators. We toured the museum exhibits several times during the evaluation period, with and without trainee groups. We also interviewed the individuals from selected law enforcement agencies who had made the decisions to send trainees to the program.

### **Program Effects**

To assess the immediate, intermediate, and longer-term effects of the TFT training program, we carried out 3 interrelated studies:

To assess the immediate, intermediate, and longer-term effects of the program, we carried out 3 interrelated studies

*Study One*—A pre-/immediate-post-assessment of over 1,000 trainees with an additional six-week-out follow-up of selected participants whose initial reactions to the program were positive (Initial data collections were carried out in August and September, and the follow-up data collection was conducted in October)

*Study Two*—Surveys of 375 trainees from randomly selected departments of varying sizes who had participated in the program since January 1998 and a “matched” comparison group of equal size who were preparing to attend the training program in September and October (Computer-assisted telephone interviews were carried out with former participants in September and October, and paper-and-pencil surveys were collected from prospective trainees in August and September)

*Study Three*—Site visits to 8 randomly selected law enforcement agencies throughout the state, of varying sizes and proportions of personnel having participated in the TFT program, with personal interviews, surveys, focus groups, and observations (Visits were carried out in late October, November, and early December)

## **Findings**

### **Program Processes**

**Interest in the materials presented.** Most of the law enforcement personnel who took part in the TFT training program from August to September 1998 found the materials and presentations to be interesting. The display of artifacts from the Holocaust, the Holocaust Museum Tour, and the reported experiences of Holocaust survivors, for example, earned high interest ratings (i.e., ratings of 4 or higher on a 6-point interest scale) from more than 95 percent of trainees. The presentation by the

former white supremacist dealing with hate groups also was rated of high interest by 95 percent of trainees, and 90 percent also found the Holocaust multimedia room interesting. In the focus groups carried out during the departmental site visits, some participants went so far as to say that these exhibits and interactions "changed my view of the world." Many focus group participants also described the program as "an interesting history lesson," some noting that "it taught me a lot about the Holocaust that I didn't know and won't easily forget."

**Relevance.** Many TFT training program participants appeared to have difficulty relating the contents of the training to their jobs. Of the 11 program elements, only the presentation related to white supremacist and other hate groups earned solidly positive ratings. In this case, more than 85 percent of trainees rated this program component 4 or higher on a 6-point scale in terms of job relevance and relevance to working with the public. At the same time, between 30 percent and 42 percent of trainees had difficulty relating the Holocaust Artifacts Room, Multimedia Center, and Holocaust Museum Tour to their jobs. (Each of these program components received scores of 3 or lower on 6-point scales assessing job relevance and relevance to working with the public.) Similarly, 25 percent of trainees had difficulty relating the presentations by Holocaust survivors to their work with the public (i.e., assigned ratings of 3 or lower), and 29 percent had difficulty relating the Holocaust survivor presentations to their jobs.

Many program participants have difficulty relating the contents of the training to their jobs

Thirty-minute debriefings, which aimed to stimulate discussion among trainees about the presentations they had seen, did take place as part of the program. However, 36 percent of trainees had difficulty relating these sessions to their jobs (i.e., they rated this component of the program 3 or lower on a scale of 1 to 6). In addition, the 30- to 45-minute facilitated discussions that might be used to assist trainees in relating program contents to their jobs were often not presented. For example, only about one-third of the more than 30 sessions that were presented in late summer and early fall included these discussions. Finally, only one-half of the sessions we monitored during this period had law enforcement personnel participating along with museum staff in introducing trainees to the aims, purposes, and contents of the TFT training program. This seems too important a part of the program design to be so underutilized.

### **Program Effects on Individual Trainees**

**Personal Awareness.** Immediately after the TFT training program, participants showed increased awareness of their own biases, of how stereotypes and racism might interfere with their jobs, and of the need to monitor their behavior to avoid slipping into biased views. These effects appeared to last 6 weeks following the course for trainees whose initial exposure to the program was generally positive. However, they were not evident when comparing trainees after 6 to 10 months to prospective trainees. Compared to other categories of trainees, recruits showed the greatest improvements in developing an awareness of their own biases immediately following the training program.

TFT training program participants learn and retain knowledge related to hate crimes

**Knowledge.** Immediately after the TFT training program, individuals had greater knowledge of hate crimes. In addition, trainees with immediate positive responses to the program reported greater knowledge of hate crimes six weeks after the program than they did before participating in it. We also found that trainees after 6 to 10 months appeared to have greater knowledge of hate crimes when compared to prospective trainees. Further analyses of trainee responses to the hate groups component of the TFT training program also suggested that nonsworn personnel showed greater improvements in their knowledge of this area than did all other groups, while recruits showed less improvement relative to all other groups. (This may be due to the fact that recruits, unlike nonsworn personnel, typically have been exposed to current information on hate groups as part of other recent training—e.g., in the academy).

As part of the TFT training program, trainees were taught that the best response to a racial slur is to challenge the statement. Our results suggest that trainees learned this lesson well. Fifty-one percent of trainees immediately following the program said that challenging the racist statement is the best response, compared to 33 percent of trainees prior to the training. At 6 weeks following the program (for trainees whose general immediate reaction to the program was positive), 53 percent of trainees said challenging the statement is the best response (compared to 42 percent prior to the training). Finally, 49 percent of former trainees who participated in the program 6 to 10 months previously said the best response is to challenge racist statements, as compared to only 33 percent of prospective trainees.

**Discrimination.** Immediately following the program, participants appeared to have a heightened awareness of discrimination in California. However, those who had a positive immediate response to the TFT training program, were less aware of discrimination six weeks following the program than they were prior to participating in the program. Moreover, when we compared trainees after 6 to 10 months to prospective trainees, former trainees also evidenced less awareness of discrimination in the state than did prospective trainees. Compared to other categories of trainees, supervisors showed the greatest increase in awareness of discrimination immediately following the training program

Immediately following the TFT training program, participants appear to have a greater awareness of discrimination in California

**Personal Efficacy.** There were reliable differences immediately following the training program and after six weeks (for trainees with an immediately positive reaction to the program) in trainees' sense that, in our society, one person can make a difference. However, there were no differences on this measure between trainees after 6 to 10 months and those preparing to participate in the TFT training program.

**Attitudes.** Six weeks after participating in the TFT training program, participants who exhibited a positive response immediately following the program reported a greater sense of community with the public than they did prior to the training. In addition, trainees who participated in the TFT training program 6 to 10 months previously felt a greater sense of community with the public than did prospective trainees.

**Behavior.** Prior to taking the TFT training program, only 29 percent of prospective trainees said they responded to racial slurs by challenging the statements that were made. In the TFT training program, participants are taught the importance of challenging inappropriate statements, however the results are hardly encouraging. Six weeks after having taken the course, participants were less likely than they were before the course to confront these sorts of statements. Only 20 percent of program participants said they responded to a racial slur heard recently by challenging the statement. In addition, 6 to 10 months after the program, (former) trainees were also less likely than prospective trainees to challenge racist statements; only 21 percent of these former trainees said they challenged the most recent racial slur they heard.

While participants in the TFT training program learn to speak up in response to racist statements, few take action

### **Program Effects on Departments**

Participants in 13 of the 15 focus groups we carried out during our site visits to 8 law enforcement agencies reported that the training program had had no effects on intradepartmental relationships. This was confirmed in our two administrations of the sense of community scale items having to do with collegial relations (i.e., in Studies 1 and 2), where we found no positive gains for program participants relative to baseline measures or to comparisons with prospective trainees. We further examined whether department size was related to the presence or absence of program effects on any of the other outcome measures used in these two studies and found there were none.

### **Conclusions**

Law enforcement personnel who attended the TFT training program found most of the program components interesting, but they had difficulty connecting what they learned to their jobs. Perhaps as a result, the program positively affected trainee awareness, knowledge, and community attitudes toward the public up to at least 6 weeks following program participation, but produced relatively few longer-term positive effects. Only three intended effects of the program were discernible 6 to 10 months following program participation, and none of these involved positive change in behavior. Finally, differences in the reactions of different types of law enforcement personnel to particular program components suggest that tailoring of course components to the needs of participants would be desirable.

Considering these findings, we believe that the greatest needs of the TFT training program are to connect the presentations related to the Holocaust and the various exhibits on intolerance more directly to the work of law enforcement personnel. These program components are emotionally charged; trainees find them interesting; and they are contributing to desired immediate and shorter-term changes in trainee awareness, knowledge, and attitudes. However, their potential for affecting behavior or sustaining a broader range of positive affective responses will be limited to the extent trainees are uncertain as to how what is learned can be applied to what they do on the job.

We believe the greatest needs of the TFT training program are to connect the presentations more directly to the work of law enforcement personnel

In the following paragraphs, we review the four goals of the TFT training program and suggest several strategies that may help to bolster the relevance of the materials presented to law enforcement trainees. These suggestions draw upon our experience in instructional design, and they are based on our observations of the program and the 15 focus groups we carried out with former program participants.

**1. Expose the dynamic of racism and bigotry, prejudice and discrimination in both historic and contemporary contexts.**

We believe this first goal of the TFT training program is being partly met. Participants are exposed to the racism, bigotry, prejudice, and discrimination that occurred during the Holocaust and that is occurring today (e.g., Bosnia). At the same time, we believe the dynamics and conditions that lead to overt discrimination, hate crimes, and genocide could be developed more fully and generalized to more diverse situations of intolerance.

The dynamics and conditions that lead to discrimination might be developed more fully

A special facilitated discussion, for example, might be introduced to follow the Holocaust Museum tour. This facilitated discussion would aim to identify the situations in which people are especially vulnerable to racist beliefs and the ways in which we see manifestations of these situations in our society today. The discussion might also include actions that individuals can take to counter some of these situational forces that often lead to intolerant behaviors. Following the discussion, the program might resume with in-depth examples of other genocide around the world and hate crimes that affect us today. This would allow trainees to generalize historical themes to current contexts and provide the basis for connecting the material presented to law enforcement.

**2. Engage participants in facilitated discussions of tolerance, cultural diversity, personal values, and responsibility as they apply to law enforcement.**

We believe that the second goal of the TFT training program is not being met consistently. Many classes do not include a facilitated discussion. As a result, trainees must interpret the materials and presentations on their own and apply them to law enforcement without the benefit of any instructor support. When a facilitated discussion is made available to trainees, these sessions frequently do not discuss issues of tolerance, responsibility, cultural diversity, or values as they apply to law enforcement. There are, however, several ways in which the TFT training program might make these connections.

Law enforcement personnel should be involved more actively in presentation of the training program and equipped with facilitator skills to connect program content to on-the-job responsibilities

The course introduction is perhaps the ideal place to provide trainees with an overview of what will be learned and the ways in which the information to be provided relates to law enforcement job roles and responsibilities. Having a sworn individual deliver or participate actively in this introduction is particularly important, as such a presentation can serve to build credibility for the course at the outset and firmly link the concept of tolerance to the work of law enforcement. Similarly at the end of the day, facilitated discussions led by sworn personnel should focus on the relationships between the concepts learned and participants' jobs. Active participation and conversational direction by facilitators, when needed, will increase the likelihood that all trainees leave the course with the information (e.g., "tools") they need to promote tolerance and interpersonal understanding as part of their jobs.

**3. Increase participants' awareness of the connections between stereotyping, prejudice, discrimination, and oppression, and the ways in which these practices and behaviors impede an effective law enforcement response.**

We believe the third goal of the TFT training program is only being partly met. Most participants do leave the course with an immediate increased awareness of stereotyping and prejudice and the sense that one person can make a difference. At the same time, trainee appreciation of discrimination in California is less evident 6 weeks following the program than it was prior to the program, and there is greater unwillingness among program participants to act to reduce discrimination following the program than before. One possible explanation for these distinctly mixed effects may be the emphasis placed by the TFT training program on relatively extreme examples of intolerance. Somewhat ironically, events such as the Holocaust may serve only to sensitize trainees' to blatant racist acts and may fail to sensitize them to more subtle forms of discrimination.

A better balance might be struck between more obvious and less obvious examples of discrimination and racism

What may be required is for the program to strike a better balance between more obvious and less obvious examples of discrimination and racism. In this way, discussions can be focused on how racial hatred, for example, has been attenuated (or prevented) by single individuals speaking up in various situations. These discussions can then extend to the ways that law enforcement personnel can make a difference in their jobs by confronting inappropriate statements and modeling acceptance of others. To the extent that the combating of discrimination can be placed in "law enforcement contexts," involving officers in the day room or as mediators in disputes between neighbors, the more likely it is that trainees will be able to make the desired connections to their jobs.

**4. Identify the *Tools for Tolerance* that assist participants to better meet the needs of the diverse communities they serve.**

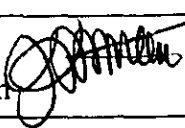
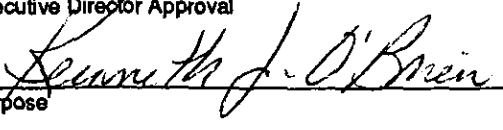
We believe the fourth goal of the TFT training program is only being partly met. There appear to be very few discussions of specific strategies trainees can use to increase tolerance and reduce discrimination as part of their jobs. Given the moving examples of intolerance that are presented during the program, some participants may actually leave the program feeling powerless to effect any positive change. As one recruit said at the end of the training day in a facilitated discussion, "Maybe you haven't gotten to it yet, but I keep waiting to hear about the tools that we can use to make things better."

We realize that raising consciousness, promoting awareness, and developing heightened understanding may be regarded as precursors to changing human behavior. At the same time, the TFT training program seems to rely almost entirely on trainees and departments to translate affect into action. Realizing that the TFT training program schedule is carefully managed, we do feel that time must be made available to provide law enforcement personnel with specific examples of what they can do on a day-to-day basis to make a positive difference. Should achieving the necessary training opportunities require reductions in the time allotted for extant program components, we believe the potential gains will be worth it.

A greater number of specific examples of what trainees can do to make a positive difference should be discussed

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Report on Field Training Officer Program and Agency Approval Process		Meeting Date March 11, 1999
Bureau Basic Training Bureau	Reviewed By Ken Whitman 	Researched By Carol Aborn
Executive Director Approval 	Date of Approval 2-22-99	Date of Report February 17, 1999
Purpose <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input checked="" type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

### ISSUE

This is a progress report on the Field Training Officer Program and agency approval process.

### BACKGROUND

In November 1997, the Commission, at the conclusion of a Public Hearing amended regulations and procedures to implement a mandatory, standardized field training program as part of the basic training requirement for peace officers in California. The regulation changes were approved by the Office of Administrative Law and became effective January 1, 1999.

### ANALYSIS

The standardized program approved by the Commission mandates that regular officers complete a minimum ten-week field training program before being allowed to perform patrol officer duties without immediate supervision. Agencies employing regular officers are required to obtain POST approval of their field training programs. Their programs have to meet certain described criteria including minimum qualifications for Field Training Officers (FTOs). FTOs are required to complete the 40-hour Field Training Officer Course before providing field training or evaluating new officers.

The regulations exempted officers while assigned to custodial work. Deputy sheriffs assigned to jail duty following Basic Course completion are, therefore, not required to enter a field training program until they were assigned to patrol.

A waiver provision was also approved to accommodate any agency that was unable to comply with the program provisions due to either financial hardship or lack of availability of personnel who could qualify to serve as FTOs.

Lieutenant Carol Aborn of the Los Angeles Police Department is the POST Special Consultant that has been assigned responsibility for managing the implementation phase of the field training programs. Lieutenant Aborn reviews all agency applications and programs prior to approval. She is also responsible for managing the curriculum revisions for the 40-hour Field Training Officer Course, the 24-hour Field Training Officer Update course, and the 24-hour Field Training Program Management Course.

#### Approval of Agency Field Training Programs

There are a total of 483 agencies in the POST program that are eligible to submit a program for approval or request a waiver for their respective agencies. Law enforcement agencies that hire exclusively peace officers as laterals are not required to have their field training programs approved by POST. To date POST has received a total of 443 program packages for approval. This figure includes 21 agencies that have asked for a waiver based upon exemptions outlined in the regulations. Of the 443 programs submitted, POST has approved 296 agency programs (67%). Reviews are continuing on the remaining programs submitted for approval. There are 40 agencies that have yet to submit either a program package for approval or request a waiver exemption for the program.

#### Field Training Officer Course

The 40-hour Field Training Officer Course curriculum update and revision was completed and the program was distributed to all 26 presenters. The presenters began using the curriculum on January 1, 1999.

#### Field Training Officer Course Video Scenarios

A contract was signed with the San Francisco Police Department to produce the 12 video-based scenarios for the Field Training Officer Course. Several planning meetings have been conducted and the subject matter experts will meet on March 16-18, 1999 to finalize the scenarios to be used in the program. The project is scheduled to be completed in June and the videos distributed after July 1, 1999. The project is being coordinated by Senior Consultant Mario Rodríguez.

#### Field Training Officer Program Management Course

This 24-hour course is scheduled to be revised and updated and will be released to the training presenters in July 1999.

This report is provided for informational purposes only.

WHEREAS, Kelly J. Young is a Lieutenant with the California Highway Patrol with impressive service to law enforcement; and

WHEREAS, he has served the Commission on Peace Officer Standards and Training in the capacity of a POST Management Fellow from May 1, 1998, through February 26, 1999; and

WHEREAS, he conducted a comprehensive evaluation of law enforcement driving simulator training programs supported and/or certified by the Commission; and

WHEREAS, his work on every aspect of this complex and difficult project was exemplary in every respect; and

WHEREAS, the results of his work will be of benefit to the law enforcement training community for many years to come, now therefore be it

RESOLVED, that the members of the Commission on Peace Officer Standards and Training commend Kelly J. Young for a job well done; and be it

FURTHER RESOLVED, that the Commission extends its best wishes for continued service to California law enforcement.

State of California

Department of Justice

**MEMORANDUM**

**Date:** February 22, 1999

**To:** POST Commission

**From:** Kenneth J. O'Brien  
Executive Director  
Commission on Peace Officer Standards and Training

**Subject:** QUARTERLY REPORT ON STRATEGIC PLAN IMPLEMENTATION

The attached report reflects all progress made to date in implementing POST's Strategic Plan objectives.

Substantial progress has been made on over 48 (or 80%) of the objectives reflecting focused attention to Strategic Plan implementation by POST staff and the Commission. Consistent with POST's Mission and Values Statements, implementation has taken place with field input every step of the way. Some of the most significant progress concern the following objectives:

- A.3 Review of POST's Continuing Professional Training requirement
- A.9 Increase and improve Basic Course testing
- A.11 Complete an updated job analysis
- B.1 Re-engineer the training needs assessment process
- B.4 Evaluate and implement alternative approaches to satisfy training needs
- B.7 Support regional skills centers
- B.8 Conduct research on new training technologies
- B.13 Implement selection and training requirements for instructors
- B.17 Maximize the availability of driver training courses
- B.18 Study the feasibility of certifying courses located outside of California
- C.5 Seek out long-term training and technology partnerships
- C.6 Increase participation with California Law Enforcement Image Coalition
- D.2 Set priorities for all POST programs in concert with the Strategic Plan
- D.5 Develop alternative cost recovery strategies
- E.1-8 Establish information clearinghouse
- F.2 Publicize available POST services
- F.6 Review and update all POST regulations
- F.7 Upgrade POST's internal information and business processes
- G.1 Improve staff training
- G.5 Adopt mechanisms to improve internal staff communications

The Strategic Plan Implementation Committee is scheduled to meet April 5 to review implementation progress and to consider changes to the Strategic Plan.

POST staff continuously invites direction on implementation priorities.

QUARTERLY PROGRESS REPORT IN IMPLEMENTING  
POST'S STRATEGIC PLAN

(Progress From November 1998 - January 1999)  
(Revised February 1999)

STRATEGIC PLAN OBJECTIVE	PROGRESS
<u>INCREASE STANDARDS AND COMPETENCIES</u>	
A.1 Establish a voluntary law enforcement agency accreditation program. (MCB)	Accreditation standards have been updated and distributed to agencies for voluntary use.
A.2 Complete an analysis of the critical duties and competencies of positions covered in the POST program . . . . (S&E)	Commission agenda item developed to conduct a job analysis of the Field Supervisor and Field Manager positions (March 1999). Internal steering committee has been meeting.
A.3 Review POST's Continuing Professional Training (CPT) requirement including hours, frequency, content and whether it should be extended to law enforcement managers and executives, public safety dispatchers, and Level II reserve officers. (TPS)	The Commission has approved extending CPT to law enforcement managers, executives, Level II reserves, and dispatchers. The Commission has also approved researching and pilot testing of a re-occurring perishable skills testing/training requirement as a possible addition to the CPT requirement. POST is also researching alternative means for satisfying CPT.
A.5 Research and develop additional minimum qualifications as necessary and secure legislative changes to ensure their application to all entrants into basic academies. (BTB)	An Ad Hoc Committee of academy directors has been formed and will begin meeting in March.

STRATEGIC PLAN OBJECTIVE	PROGRESS
<u>INCREASE STANDARDS AND COMPETENCIES</u>	
A.6 Study the feasibility of strengthening POST certificates including the linking of certificates to demonstrated competencies. (ASB)	Scheduled to be initiated 1-1-01. However, the Commission took action at its January 1999 meeting to upgrade the eligibility requirements for the POST Reserve Certificate to include completion of the Regular Basic Course and 400 hours of field training.
A.7 Study the feasibility of increasing and improving testing in POST-certified courses. (S&E)	Scheduled to begin January 2000.
<p>A.8 Establish additional entry-level selection standards and improve upon existing standards as appropriate. (S&amp;E)</p> <p>Part I - Cognitive Ability and Personality Assessment (Entry-Level Selection Test Battery)</p> <p>Part II - Update Psychological Screening Manual</p> <p>Part III - Entry-level Oral Interview Guidelines</p> <p>Part IV - Entry-Level Educational Requirement</p>	<p>A proposed methodology to assess cognitive ability and certain personality traits is being developed by staff and stakeholders.</p> <p>Commission approved contract at the November 1998 meeting to update this manual. An RFP has been prepared. External SME group is being established.</p> <p>Initiate project 7-1-01.</p> <p>Field surveys of police administrators and educational levels of job applicants are underway. Legal research is near completion.</p>

STRATEGIC PLAN OBJECTIVE	PROGRESS
<u>INCREASE STANDARDS AND COMPETENCIES</u>	
A.9 Increase, improve, and standardize POST's cognitive and skill testing required for graduation from the regular basic academy. (S&E)	<p>The Commission has approved introduction of proposed legislation to modify PC 832.3 that would authorize mid-course and end-of-course testing in the basic course. Staff is actively working with Academy Directors to establish testing specifications and improve test development procedures. Testing is being aligned with the results of POST's job task analysis and Basic Course workbooks.</p> <p>A POST-developed exercise test (LD #33 - Arrest and Control/Baton) is being pilot tested at several academies.</p>
A.11 Complete an updated job analysis of the entry-level peace officer position. (S&E)	<p>The job analysis report has been completed and was presented to the Committee at its January 1999 meeting. Linking Knowledge and Skills to core tasks using SME's is underway.</p>
<u>MAXIMIZE TRAINING DELIVERY</u>	
B.1 Re-engineer the training needs assessment process for both short- and long-term planning purposes to identify continuing and emerging course needs and consider agency specific training plans. (TD&C)	<p>A streamlined, standardized process is now being used that will facilitate the production of an annually produced document that allows for the ready identification of statewide training needs as well as regional needs.</p>
B.2 Develop a systematic career path approach to training design and delivery. (CLD)	<p>Research is being directed at identifying what, if any, training should be included at all levels. Also, the Supervisory and Management Course curriculum are being reviewed.</p>

## STRATEGIC PLAN OBJECTIVE

## PROGRESS

### MAXIMIZE TRAINING DELIVERY

B.4 Evaluate and implement alternative approaches to satisfying training needs. (TPS)

See Progress under B.10. The Commission approved, at its November 1998 meeting, a proposal to modify Regulation 1081 to allow students to complete legislatively-mandated training courses in less hours than required by traditional instruction. Currently researching the use of the Internet as a means of training delivery. Recognition of federal courses for CPT credit will be considered by the Commission at the March 1999 meeting.

B.6 Establish a standardized course development process and one that can be adapted for rapidly emerging training needs. (TPS)

Scheduled for project initiation 1-1-00.

B.7 Actively support establishment of Regional Skills Centers. (Hood)

At the January 1999 meeting, the Commission approved initial implementation of a revised concept of Perishable Skills Training/Testing Centers that varies considerably from the previous Regional Skills Centers concept. The Regional Skills Development Committee is to meet on March 2 to discuss future strategies.

B.8 Conduct research and development on new training technologies that have potential for improving the quality and cost-effectiveness of training. (TPS)

Ongoing. All manufacturers of firearms simulators will demonstrate their products in February for POST. CD-ROM multi-media reimbursement process started. Staff attended Inter-service/Industry Training Systems and Education Conference to explore capabilities of multimedia training management system.

## STRATEGIC PLAN OBJECTIVE

## PROGRESS

### MAXIMIZE TRAINING DELIVERY

B.10 Develop competency-based training courses using appropriate delivery and evaluation systems. (TPS)	See progress under B.4. Continued progress on domestic violence CD-ROM course; high-level design work on instructor development CD-ROM completed; contract to adapt U.S. Air Force Haz Mat course for Law Enforcement with ON-Guard. Plan being developed for competency-based training associated with Level II and III Reserve Modules.
B.12 Simplify the course certification process. (TD&C)	The certification of Skill and Knowledge Module Course has been streamlined. Course budget process being reviewed.
B.13 Establish selection guidelines, certification, and training programs for instructors. (TPS)	Staff is currently developing proposed regulations, curriculum, and specifics to require instructor training that will be considered by the Commission in July. A voluntary instructor certificate program is also being developed for our basic academies.
B.14 Study the feasibility and need for expansion of the distance learning systems. (TPS)	Final encryption test for satellite system completed. POST to reimburse the remaining agencies that have not requested equipment. Commission has approved funding to update the set and graphics for the POST Satellite Network.
B.15 Study the feasibility of using information from agency-specific training plans to assist POST with the training needs assessment process. (TD&C)	Revamping the TNA process and a generic agency TNA being developed for voluntary use by agencies.

STRATEGIC PLAN OBJECTIVE	PROGRESS
<p><u>MAXIMIZE TRAINING DELIVERY</u></p> <p>B.16 Maximize the availability of Level I reserve training. (BTB)</p> <p>B.17 Maximize the availability of driver training. (TD&amp;C)</p> <p>B.18 Study the feasibility of certifying training courses located outside of California. (TD&amp;C)</p>	<p>The Commission has approved extending the term of the Management Fellow for the purpose of developing a plan to make Reserve Modules II and III more readily available and in reduced hours.</p> <p>The Commission has approved contracts to make additional driver training simulators available to areas not now served by such systems.</p> <p>POST is currently certifying training courses along the California-Oregon border to increase accessibility of training. Plans are to extend this to other bordering states. Also, the Commission, at its January meeting, will consider a modification to Regulation 1015 to allow reimbursement for some training courses offered in states "contiguous" to ours.</p>
<p><u>ESTABLISH PARTNERSHIPS</u></p> <p>C.1 Identify partners and analyze their needs and expectations. (Snow)</p> <p>C.2 Build coalitions for ongoing legislative liaison program. (Hood)</p> <p>C.3 Broaden opportunities for direct interaction between POST and its partners . . . .(AD's)</p>	<p>Loose coalitions already exist with CPOA, CSSA, CPCA, PORAC, and other groups. Open lines of communication exist. Loose coalitions provide for greater flexibility because relationship varies with different issues.</p> <p>Ongoing activity.</p>

STRATEGIC PLAN OBJECTIVE	PROGRESS
<u>ESTABLISH PARTNERSHIPS</u>	
C.4 Establish cooperative efforts with other criminal justice and related public safety components. (AD's)	POST has provided expertise to CPOST and CDC on internal affairs training curriculum.
C.5 Seek out long-term training and technology partnerships with public safety agencies and private industry. (TPS)	MOU with U.S. Air Force approved in December. Initial inquiry into partnering with government agency for managing multimedia development. POST has also teamed up with the Chancellor's Office of the California Community Colleges and the Santa Rosa Training Center to produce a CD-ROM instructor training program.
C.6 Increase participation with the California Law Enforcement Image Coalition. (Hood)	POST staff meets regularly with the Coalition. Telecourse is being developed for broadcast in April 1999. PSA's depicting positive images of law enforcement are being developed.
C.7 Develop programs that will enhance peace officer recruitment. (S&E and TD&C)	Recruitment workshops have been held in the San Francisco Bay Area for the purpose of identifying cost-effective recruiting and testing methodologies. Work is continuing. A statewide workshop identifying reserve officer recruitment strategies occurred in January 1999.

STRATEGIC PLAN OBJECTIVE	PROGRESS
<u>ESTABLISH PARTNERSHIPS</u>	
C.8 Maximize opportunities for promoting better interaction between law enforcement and crime victims. (TPS)	Victims videotape has been produced placed in all 180 library systems of California, plus made available to all law enforcement agencies in desired quantities on a continuous basis.
<u>ENSURE ADEQUATE RESOURCES</u>	
D.1 Support partners as they advocate for more POST resources to meet their service expectations. (Hood)	POST staff has met with law enforcement representatives to obtain input on back-fill, technology and other expenditure issues.
D.2 Set priorities, in concert with law enforcement, for all POST programs and services . . . (AD's)	Ongoing activity.
D.4 Link short- and long-term fiscal planning and reporting to strategic plan implementation. (ASB)	Ongoing activity.
D.5 Develop alternative cost-recovery strategies and implement when appropriate. (ASB)	The Commission will act on a staff report at the March 1999 meeting recommending the establishment of a subscription fee to receive POST's satellite broadcasts. POST is now also receiving income from the sale of basic course student workbooks from the State Office of Publishing.
D.6 Study the feasibility of reimbursing for trainee replacement, training development, and presentation costs. (ASB)	Commission is expanding back-fill and tuition reimbursement.

## STRATEGIC PLAN OBJECTIVE

## PROGRESS

### ESTABLISH CLEARINGHOUSE

<p>E.1 Optimize the field's access to the POST library within the limits of POST's resources. (ISB)</p>	<p>Library resources at the local, state, and national levels have been placed on the POST web site.</p>
<p>E.2 Expand referrals for research, networking, information exchange, and law enforcement technical assistance. (ISB)</p>	<p>A senior Librarian was hired, effective 11-23-98 and is in the process of automating POST library functions and researching options for making the optimal amount of POST library resources available via the Clearinghouse.</p> <p>Completed. On-line hyperlink resources, related to law enforcement, is now available on the POST Web site.</p> <p>The on-line information is under continuous development for timely and accurate information.</p>
<p>E.3 Serve as a single point of contact, accessible 24 hours a day for linkages with multiple databases. (ISB)</p>	<p>Completed. Same as above. New resources will be added as they are available.</p>
<p>E.4 Identify and record model (commendable) programs and procedures from the field for inclusion in the clearinghouse. (ISB)</p>	<p>Model programs have been identified as Clearinghouse subject priority eight. A project plan will be developed to identify implementation time frames and partners. To date, the Attorney General's Office has offered its services in providing input.</p>
<p>E.5 Provide early warning research, including "white papers," that highlights critical emerging futures issues. (CLD)</p>	<p>A "futures" hyperlink is included on the POST Web site. A Clearinghouse subject, specific to "futures," will be reviewed and prioritized, along with other subjects, at a Summer 1999 POST Internal Clearinghouse Committee meeting.</p>

## STRATEGIC PLAN OBJECTIVE

## PROGRESS

### ESTABLISH CLEARINGHOUSE

- |                                                                                                                                                          |                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>E.6 Establish a User Committee to advise the clearinghouse is meeting the needs of law enforcement on a continuing basis. (ISB)</p>                   | <p>The POST Internal Clearinghouse Committee has been established and convened on January 27, 1999. The establishment of an External Clearinghouse Committee is in progress. The first meeting of the external committee is tentatively scheduled for May 1999.</p> |
| <p>E.7 Implement a program to optimize the field's use of the clearinghouse, as well as the level and quality of contributions from the field. (ISB)</p> | <p>Ongoing activity. An announcement will be mailed to POST customers as soon as the site is implemented. Other announcements, marketing plans, and evaluation surveys will be developed and implemented as the Clearinghouse site develops.</p>                    |
| <p>E.8 Automate the functions and services of the Clearinghouse. (CSB)</p>                                                                               | <p>Search feature for POST's Home Page is being developed.</p>                                                                                                                                                                                                      |

### ENSURE QUALITY SERVICES

- |                                                                                                     |                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>F.1 Assess regularly how POST's clientele perceives its services. (Hood)</p>                     | <p>Ongoing activity. Alternatives are being identified by staff.</p>                                                                                                                                                                                   |
| <p>F.2 Publicize available POST Services. (ISB)</p>                                                 | <p>In addition to the POST Web site, other steps to promote POST services via mass mail, Email, law enforcement conferences, recruiting seminars and career fairs will be discussed at the February POST Internal Clearinghouse Committee meeting.</p> |
| <p>F.3 Broaden the diversity of persons and organizations providing advice to POST . . . (AD's)</p> | <p>Ongoing activity.</p>                                                                                                                                                                                                                               |
| <p>F.4 Conduct periodic audits of POST's functions and activities. (Hood)</p>                       | <p>Audit recently completed on SLI facilitators and auditors. POST recently contracted with an outside consulting firm to conduct a management review of POST's structure and processes.</p>                                                           |

STRATEGIC PLAN OBJECTIVE	PROGRESS
<u>ENSURE QUALITY SERVICES</u>	
F.5 Review proposed new projects and programs . . . (AD's)	Routinely accomplished.
F.6 Review all existing regulations . . . (ISB)	In progress.
F.7 Upgrade POST's internal information and management business processes. (CSB)	A consultant is developing detailed work plans – one for the Electronic Data Interchange (EDI) and one for the Training Management System (TMS). These two systems will change virtually every aspect of how POST conducts business with the field.
F.8 Assess regularly the quality of POST-certified courses. (TD&C)	Ongoing activity. Executive monitoring program being expanded.
<u>VALUE OUR EMPLOYEES</u>	
G.1 Improve staff training, particularly related to policies and procedures <u>and</u> other areas of critical need. (ASB)	Full-time POST training manager appointed. Periodic speakers from the Command College being brought in for staff training. New employee orientation is occurring regularly.
G.3 Provide opportunities for continuing staff input on implementing the Strategic Plan. (Snow)	Staff is routinely invited to attend Quarterly Implementation meetings. Quarterly progress reports are made available. Bureaus discuss in their meetings.
G.4 Provide for staff development by cross training in multiple assignments. (ASB)	Ongoing activity.

## STRATEGIC PLAN OBJECTIVE

## PROGRESS

VALUE OUR EMPLOYEES

G.5 Adopt mechanisms to improve internal communications. (AD's)

Intranet has been established to assist with improved communications.

G.6 Develop an employee skill and knowledge inventory. (ASB)

Scheduled initiation for 7-1-99.

G.7 Establish multi-unit, self-directed work groups or teams. (AD's)

Multi-unit work groups are routinely formed for specific purposes and achieve considerable success in addressing issues.

Revised 02-24-99

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Approval to Amend Interagency Agreement to Distribute Instructional Packages and Develop Database		Meeting Date March 11, 1999
Bureau Basic Training Bureau	Reviewed By Ken Whitman <i>[Signature]</i>	Researched By Jody Byna <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval 2-24-99	Date of Report February 22, 1999
Purpose <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

### ISSUE

Should the Commission authorize the Executive Director to amend the existing Interagency Agreement with the Office of State Publishing (OSP) for the purposes of 1) video duplication, printing, packaging and distributing basic training instructor material to law enforcement academies, 2) developing a pilot program to deliver selected instructor materials to academies and law enforcement agencies using CD-ROM technology and the Internet, and 3) developing a Digital Archive System to store and track instructional curriculum at a total cost not to exceed \$302,801?

### BACKGROUND

At its November 1998 meeting the Commission authorized the Executive Director to enter into an Interagency Agreement with the Office of State Publishing (OSP) for the purposes of video duplication, printing, packaging and distributing basic training instructor packages to law enforcement academies at a cost not to exceed \$252,480 for fiscal year 1998-99. This initial agreement dealt with the costs associated with the initial packaging and distribution of instructional packages for 32 of the 42 learning domains that were completed and would be ready for distribution to the field by June 30, 1999.

The proposed amendments to the existing contract require OSP to deliver 300 sets of instructional packages for each of the remaining 10 learning domains scheduled for workbook conversion during fiscal year 1999-2000. In addition OSP will provide an additional 100 sets of instructional packages for use by multiple instructors in the Basic Academy in Learning Domains #19 (Vehicle Operations), #33 (Arrest & Control/Baton), and #35 (Firearms/Chemical Agents).

Two associated amendments deal with 1) the development of a pilot program to release 14 specific learning domain workbooks on CD-ROM format that can be delivered using the academy and agency multimedia systems authorized by the Commission and, 2) the development of a Digital Archive System to store and track instructional curriculum for the student workbook and instructor guides.

## ANALYSIS

The first amendment to the existing agreement requires OSP to deliver instructional packages for the remaining learning domains scheduled for development and release during fiscal year 1999-2000. It is expected that most, if not all, of the learning domains will be supported with a training video. The cost estimates for the final 10 learning domain instructional packages under this agreement for fiscal 1999-2000 are as follows:

Cost of video duplication, packaging, handling, and mailing	\$ 16.00
Student Workbook	\$ 3.80
Instructor Guide	\$ 7.50
Package Total Cost	\$ 27.30 Each

**TOTAL COST (10 domains X \$27.30)** **\$ 273.00**

**TOTAL COST FOR 300 SETS** **\$ 81,900.00**

In addition to the final 10 learning domain instructional packages delivered to the academies under the terms of this proposed contract there is a need to provide additional instructional packages for Learning Domain #19 (Vehicle Operations), #33 (Arrest and Control/Baton), and #35 (Firearms/Chemical Agents). It is proposed that 100 additional copies of each instructor package be provided for the areas that have multiple instructors and for training new instructors to teach these subjects in the basic courses statewide. It is critical that each instructor be provided with copies of the standardized curriculum.

**TOTAL COST (3 domains X 100 sets X \$27.30)** **\$ 8,190.00**

**TOTAL COST FOR INSTRUCTIONAL PACKAGES** **\$90,090.00**

**(\$81,900 + \$8,190 = \$90,090)**

The creation of these instructional training packages improves POST support of academies that are constantly training and updating their instructors. The instructional package provides new instructors with all of the materials needed to begin teaching the course, and seasoned instructors with the latest updated curriculum.

Additionally, this POST instructional package can be used by the academy to document the delivery of standardized training required by the Commission. The videos and instructor materials have received enthusiastic support from instructors, subject matter experts and academy directors statewide. By developing a pilot alternative delivery system and an electronically editable archives POST staff will be able to take advantage of a variety of technological programs to enhance the management of this critical training delivery system.

The second proposed contract amendment requires OSP to begin developing a pilot delivery format for the student workbook in 14 of the learning domains using a CD-ROM technology delivery format.

The purpose of establishing law enforcement agency access to these materials is to ensure that field training officers and supervisors can reinforce training presented in the Basic Course at the agency level. The initial delivery would be straight text with hyperlinks that would be encrypted and password protected to prevent the material from being altered or copied by the user without POST permission.

The CD-ROM format could later be expanded to include digitized still pictures, video segments, and audio in the future. It would allow agencies and training presenters the use of this material on the multimedia systems acquisition that has been authorized by the Commission. Revisions to the curriculum in the future would require replication of a new CD-ROM disk at a cost of approximately \$2.00 per disk. This CD-ROM delivery system could lead to a multimedia, self-paced, audio/visual version of the POST student workbooks for each learning domain. The training material could be easily accessed on the CD-ROM program disk or via the Internet in the future.

It is estimated that this pilot program would initially design, develop, and deliver 500 sets of CD-ROM student workbook training materials covering the 14 selected learning domains at a cost not to exceed \$37,711 during fiscal year 1999-2000.

**TOTAL COST FOR CD-ROM PILOT PROGRAM**

**\$37,711.00**

The third proposed amendment to the agreement would require OSP to develop, and implement a Digital Document Management Program using a digital archiving system maintained and operated by OSP. The two key elements of this part of the agreement are the creation of the digital archives and maintaining the program. This would be accomplished as follows:

1. The establishment of "linked" digital archives for all POST student workbooks and training specification documents for ongoing editing and print production.
2. A searchable, editable digital document/product catalog for the purpose of building "prescriptive" training packages. This would allow POST to adapt any portion or portions of the POST documents to target audience both inside and outside of California.

For the archive creation OSP will prepare all POST learning domain documents into client accessible, editable formats for the purpose of conducting intelligent archive searches of the POST materials. The search engine will be capable of identifying all documents referencing specific Penal and Legislative code or specific learning objective. This search capability will allow an unlimited number of archived documents, historical and current, to be queried for references defined by POST. The search capability will be used to identify for the editor any area affected by Code or law changes and then allow updating these sections in multiple documents as referenced by POST staff. It can also be expanded to address test question issues related to the curriculum documents in the future.

OSP will establish a POST site on their computer system accessible electronically by POST staff that will contain a current editable version of the learning domain documents. POST will be able to electronically make edits as deemed necessary and a notification of the update will be established to prompt OSP to bring the server version of the edited document into the OSP archives for production of the latest version of the training documents. OSP has researched and identified two potential solutions that could be implemented during the term of this agreement. The system will improve POST's ability to update and develop curriculum in a timely manner.

The cost of developing this archive system is estimated at approximately \$175,000. Of the \$175,000 approximately \$100,000 would be software and system development and the OSP development costs would be approximately \$75,000 until all 42 learning domains are in place at the conclusion of the contract for fiscal year 1999-2000.

**TOTAL COST FOR DOCUMENT MANAGEMENT SYSTEM                      \$175,000.00**

**TOTAL COST FOR CONTRACT AMENDMENTS                      \$302,801.00**

The development of the student workbooks has raised the field's demand for contemporary, accurate, and low cost training materials. The current proposal for funding will allow POST to deliver the remaining learning domain instructor packages to support mandated instruction, develop alternative CD-ROM delivery systems for the selected student workbooks, and have a system in place to update and maintain the curriculum and materials used in basic training statewide.

#### RECOMMENDATION

It is recommended that the Commission authorize the Executive Director to amend the Interagency Agreement with the Office of State Publishing (OSP) for the purposes of 1) video duplication, printing, packaging, and distributing basic training instructor materials to law enforcement academies, 2) developing a pilot program to deliver selected student workbooks and instructor materials to academies and law enforcement agencies using CD-ROM technology and the Internet, and 3) developing a Digital Archive System to store and track instructional curriculum at a cost not to exceed \$302,801.

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>Contract for Basic Course Modular Format Testing Services</b>		Meeting Date <b>March 11, 1999</b>
Bureau Standards and Evaluation	Reviewed By <b>Alan Deal</b> <i>[Signature]</i>	Researched By <b>Kenneth Krueger</b>
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>2-18-99</b>	Date of Report <b>February 17, 1999</b>
Purpose <b>X Decision Requested</b> <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <b>X Yes (See Analysis for details)</b> <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

### ISSUE

Should the Executive Director be authorized to contract with Cooperative Personnel Services (CPS) to provide test printing and shipping services in support of the Regular Basic Course Modular Format?

### BACKGROUND

The Regular Basic Course - Modular Format becomes effective on July 1, 1999. This format presents the Basic Course in three modules, III, II, and I. Each module requires students to take and pass one or more POST-constructed knowledge tests in order to successfully complete the training. During FY 99/00, staff estimates that 35 agencies will be certified to offer this training and that there will be 50 Level III presentations involving 2,000 students, 15 Level II presentations involving 600 students, and 5 Level I presentations involving 150 students.

### ANALYSIS

POST staff does not have the resources to print, ship and retrieve these tests in a secure, cost-effective and timely manner. POST has contracted with CPS to provide similar testing services for the PC 832 program since 1989. CPS has done an acceptable job providing this service.

### RECOMMENDATION

It is recommended that the Commission authorize the Executive Director to sign a contract with CPS to provide test booklet printing and shipping services for the Regular Basic Course - Modular Format in an amount not to exceed \$22,241.00

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

<b>Agenda Item Title</b> Contract for Job Analysis Studies of Field Supervisor and Manager Positions		<b>Meeting Date</b> March 11, 1999
<b>Bureau</b> Standards and Evaluation	<b>Reviewed By</b> Alan Deal <i>Alan Deal</i>	<b>Researched By</b> Bob Holmgren
<b>Executive Director Approval</b> <i>Kenneth J. O'Brien</i>	<b>Date of Approval</b> 2-22-99	<b>Date of Report</b> February 19, 1999
<b>Purpose</b> <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		<b>Financial Impact:</b> <input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the **ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION**. Use additional sheets if required.

### ISSUE

Should the Executive Director be authorized to contract for outside assistance in the development of a training-focused job analysis for California law enforcement field supervisors and field managers, at a cost not to exceed \$300,000?

### BACKGROUND

POST regulation 1005(b) requires every peace officer promoted, appointed or transferred to a first-level supervisor position (e.g., Sergeants) to satisfactorily complete the eighty (80) hour POST certified Supervisory Course prior to promotion or within twelve (12) months after the promotion, appointment, or transfer. Similarly, POST regulation 1005(c) requires every peace officer promoted, appointed or transferred to a middle management (e.g., Lieutenant) position to satisfactorily complete a POST certified Management Course prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position.

The POST Supervisory Course, which is currently undergoing its fourth modification since its inception in 1983, contains eighteen (18) learning goals. Each requires between one and eight hours of classroom time. Focus groups and a custom survey instrument are being used to collect information from former class members on perceived necessary changes to the course. The Supervisory Course is periodically updated and modified based on discussions among job incumbents, training presenters, course instructors and POST staff. In 1996, POST staff developed the *Supervisor Development Program and Guide*. The program, which provides immediate one-on-one guidance for new supervisors, is designed to reinforce the material taught in the Supervisory Course.

Despite these efforts to maintain the usefulness and job relatedness of the Supervisory Course, POST has no documented job analysis linking the learning goals of the course with the day-to-day tasks and associated competencies (i.e., knowledge, skills, and abilities) of first-level law enforcement supervisors.

The POST Management Course, which is also currently being reviewed and updated, focuses on five (5) learning goal topic areas. Topic areas contain between one (1) and eleven (11) specific learning goals. Each topic area requires between 2 and 24 hours of class time. The last review of the *Management Course* (September, 1991), conducted by POST staff in cooperation with course presenters and trainers, recommended a number of modifications, including a reorganization and updating of the learning goals. The current review process, which is based on focus groups with former class members, is primarily directed toward improving training techniques and reviewing the on-the-job usefulness of course content.

As is true of the POST Supervisory Course, the *Management Course* continues to receive suggestions for improvement in content and presentation. However, there is no documentation available that links the contents of the *Management Course* with the day-to-day job tasks of law enforcement managers.

The POST strategic plan recognizes these problems in the supervisory and management courses. Strategic Plan Objective A.2 requires POST staff to analyze the critical duties and related competencies of field supervisors and field managers.

## **ANALYSIS**

The job analysis will require three steps: first, identify the frequent and important job tasks; second, determine the competencies (e.g., knowledge, skills, and abilities) required to perform the frequent and important job tasks; and third, link the identified competencies with specific job tasks. The overall goal of the job analysis is to assess the training needs of individuals promoting, transferring, or being appointed to field supervisor or field manager positions.

### **Field Supervisor Job Analysis: Preparation**

The project will begin by collecting and analyzing existing job analysis information on this or similar positions from POST member agencies and other State's POST Commissions. The project will include observing successful job incumbents actually performing their job for an entire shift on a typical work day. An internal steering (SME) committee and an external, subject matter expert committee will be established. The internal committee will review project plans and results on a regular basis. The SME Committee will provide an expert review of all project plans and results and also serve as the primary contact with various agencies. The final preparation will be to assess the agency organizational goals for the field supervisor position, the organizational climate within which the field supervisors will work, and any legal constraints on the position.

This same procedure will also be followed in the **Field Manager job analysis** preparation phase.

### **Phase 1 . Field Supervisor Job Analysis: Job Task Analysis**

The job task analysis for field supervisors will begin with the job task and job description material collected in the preparation phase. The draft job task list will be used as the basis for identifying the actual list of field supervisor job tasks. One-on-one interviews and group meetings will be conducted with incumbent field supervisor, their supervisors, and subordinates. Each meeting is used to review and edit the draft task list and generate any tasks that may have been overlooked.

The reviewed and edited list will be assembled in a survey form and distributed to a carefully selected sample of job incumbents. Job incumbents will rate each job task statement on specially written rating scales. The typical rating scales assess the frequency of occurrence and relative importance of the job tasks.

The subsequent lists of frequent and important job tasks will be reviewed by supervisors of the job incumbents for completeness and accuracy. The external SME Committee will review the final draft task list. The final edited list of job tasks will also be analyzed to determine the similarities and differences among the jobs performed by incumbents in agencies of different size (i.e., small, medium, large, and extra large), type (i.e., Police Departments or Sheriff's Departments), and geographic location (i.e., urban, suburban, or rural).

Adequate sampling of the job incumbents is a critical part of the task analysis. Complete information on the field supervisor position must be gathered or the results may not be relevant for some positions. In addition, job incumbents must be assured that their input is not only important, but was obtained. If agencies are to utilize the results, the agencies must feel that their staff had adequate input into the final product.

When the Field Manager job task analysis phase begins, these same procedures will be followed.

## **Phase 2. Field Supervisor Job Analysis: Job Knowledge, Skill, and Ability (KSA) Analysis**

The KSA analysis has the same basic steps as the task analysis. Only the focus changes to identifying the knowledge, skills and abilities required to successfully work as a field supervisor. The collected information on job knowledge, skills, and abilities gathered in the preparation phase of the Field Supervisor job analysis will be compiled into a draft list of knowledge, skills, and abilities. This information will be reviewed, edited and updated in one-on-one meetings and group meetings with field supervisors, their supervisors, and their subordinates. The SME Committee will review the final draft list of KSAs.

The edited draft lists of knowledge, abilities, and skills will be assembled into a survey and distributed to a stratified random sample of job incumbents for rating. Since this is a training needs assessment study, KSAs are rated on scales that determine a) the KSAs important for successfully performing the job, b) the difficulty in learning the KSA, and c) where the KSA is acquired? (e.g., learned before coming to the job, learned during training, or picked up on the job). The returned survey items will be entered into computer files and analyzed to determine a) which should be included in "pre-hire" training programs, b) which are prerequisites for the job, and c) which can be learned on the job.

As is true for job task analyses, obtaining information from job incumbents is doubly important. Job incumbents (and their immediate supervisors) have the technical information necessary and must also feel their point of view is known and appreciated. However, if important or frequent job tasks have been overlooked, or if the way of performing job tasks has been changed, or if new styles of law enforcement have been implemented, such as community oriented policing philosophies, then this information may be out of date.

The steps outlined for the field supervisor KSA analysis will also be performed in the Field Manager Phase 2 (KSA) study.

### **Phase 3. Field Supervisor Job Analysis: Job Task / KSA Linkage Analysis**

The third phase of the job analysis can only be conducted when the final list of job tasks and the final list of required knowledge, skills and abilities are known. The SME Committee will review the two lists and rate the degree to which an important or frequent job task requires a specific knowledge, ability or skill. The rating process can be grueling for participants. Each task statement must be compared with each knowledge, skill or ability statement. This linkage is the final goal of the job analysis. When it exists, analysts have the information needed to develop job selection tests and plan training programs.

When the Field Manager job Task/KSA Linkage Analysis will follow these same procedures.

### **Field Supervisor Job Analysis: Final Report**

Once the three data collection and analysis phases are complete, the final report will be written. The first step in writing the report is to review the complete set of results with the SME Committee and the internal steering committee. Results will also be reviewed and edited by Agency Chief Executives and senior managers to make sure that a) no items were overlooked or over emphasized, b) results agree with any legal constraints, and c) results will fit into the organizational climate within which field supervisors will work. Following these meetings, the final list of job tasks and KSAs will be determined for each distinct group of field supervisors (if any). Field supervisors may have some or all of their job tasks and/or KSAs differ depending on agency type (Police or Sheriff), size (small, medium, large and extra large), and geographic location (urban, suburban, or rural). When the final task and KSA lists are established, the final report will be prepared.

These same final steps will be performed separately for the Field Manager job analysis.

### **The Scope of the Project**

POST does not have adequate resources to complete both of these projects. Outside assistance is necessary in completing the two job analyses. Completion of the preparation and task analysis phases of the field supervisor job analysis will require approximately ten (10) months. Phase two of the Field Supervisor job analysis, the KSA analysis, will require approximately eight (8) months. Phase three, the Field Supervisor task and KSA linkage, plus writing the final reports, will require the remaining six (6) months. A similar timeframe is required for the Field Manager job analysis.

A Contract with a consulting firm on the State CMAS list and/or a Request for Proposals (RFP) will be written to obtain bids for the project from outside professional agencies. Selection criteria would include a proven track record in performing job analyses plus familiarity with law enforcement field supervisors and field managers.

### **RECOMMENDATION.**

It is recommended that the Commission authorize the Executive Director to contract with a consulting firm on the State CMAS list and/or a Request for Proposals (RFP) be written to obtain bids for conducting a job analysis for field supervisors and field managers not to exceed \$300,000.00.

Contract to Conduct a Job Analysis for  
Law Enforcement Field Supervisors

	<u>Estimated Costs</u>
<b>Preparation</b>	
A. Collect and analyze existing job analysis information	5,000
B. Observe Individuals Performing the Job (one person from each major job cluster)	4,000
C. Obtain Organizational Support for the Project	
1. Establish an Internal Steering Committee	2,000
2. Establish an External Project Advisory Committee	5,000
D. Develop a sampling plan to identify who will complete the task analysis survey form, the KSA Survey form, and perform the Task/KSA Linking analysis	4,000
E. Collect Organizational Information	
1. Determine the Position Goals of the Organizations	5,000
2. Determine the Training Climate of the Organizations	5,000
3. Identify External and Legal Constraints	5,000
	<u>\$35,000.00</u>
<b>Phase 1. Field Supervisor Job Analysis: Identify Job Tasks</b>	
A. Identify job duties and tasks	
1. Develop job duty and task statements	
a. Conduct one-on-one interviews and group meetings with job incumbents,	5,000
b. Conduct one-on-one interviews with supervisors of job incumbents	5,000
c. Conduct group meetings with subordinates of job incumbents	5,000
d. Conduct group meetings with internal committee members and external committee members to review and edit job duties and tasks	5,000
B. Develop job duty/task survey to identify frequent and important job duties and job tasks	5,000
C. Print and Distribute job duty and task survey	4,000
D. Process and Analyze job duty and task survey to calculate frequent and important job duties and tasks	8,000
	<u>\$37,000.00</u>
<b>Phase 2. Field Supervisor Job Analysis: Identify required job knowledge, skills and abilities</b>	
A. Write job duty and task statements	
1. Conduct one-on-one interviews and group meetings with job incumbents,	5,000
2. Conduct one-on-one interviews with supervisors of job incumbents	5,000
3. Conduct group meetings with subordinates of job incumbents	5,000

4. Conduct group meetings with internal committee members and external committee members to review and edit job duties and tasks	5,000
B. Develop a job KSA survey to identify important, difficult to learn job knowledge, skills and abilities that will be learned on the job or in training.	5,000
C. Print and Distribute the KSA survey	4,000
D. Process and Analyze the KSA survey to calculate frequent and important job duties and tasks	8,000
	<u>\$37,000.00</u>
Phase 3. Field Supervisor Job Analysis: Link Job tasks and KSAs to determine which job KSA are required for each important and/or frequent job task.	
A. Develop the job task/KSA Linking forms.	4,000
B. Conduct the job task/KSA Linking meetings	4,000
C. Process and Analyze the job task/KSA lining data to identify which KSAs are required for each important and/or frequent job tasks.	5,000
	<u>\$13,000.00</u>
Final Report	
A. Draft the lists of job tasks, KSAs, and links between them	5,000
B. Review the obtained ratings of job tasks, KSAs, and links with incumbent's supervisors	5,000
C. Select final list of job tasks, and KSAs using predetermined decision rules	5,000
D. Reanalyze job task data to cluster tasks	5,000
E. Write Final Report	8,000
	<u>\$28,000.00</u>
TOTAL	<u>\$150,000.00</u>

Contract to Conduct a Job Analysis for  
Law Enforcement Field Managers

	<u>Estimated Costs</u>
Preparation	
A. Collect and analyze existing job analysis information	5,000
B. Observe Individuals Performing the Job (one person from each major job cluster)	4,000
C. Obtain Organizational Support for the Project	
1. Establish an Internal Steering Committee	2,000
2. Establish an External Project Advisory Committee	5,000
D. Develop a sampling plan to identify who will complete the task analysis survey form, the KSA Survey form, and perform the Task/KSA Linking analysis	4,000
E. Collect Organizational Information	
1. Determine the Position Goals of the Organizations	5,000
2. Determine the Training Climate of the Organizations	5,000
3. Identify External and Legal Constraints	5,000
	<u>\$35,000.00</u>
Phase 1. Field Managers Job Analysis: Identify Job Tasks	
A. Identify job duties and tasks	
1. Develop job duty and task statements	
a. Conduct one-on-one interviews and group meetings with job incumbents,	5,000
b. Conduct one-on-one interviews with supervisors of job incumbents	5,000
c. Conduct group meetings with subordinates of job incumbents	5,000
d. Conduct group meetings with internal committee members and external committee members to review and edit job duties and tasks	5,000
B. Develop job duty/task survey to identify frequent and important job duties and job tasks	5,000
C. Print and Distribute job duty and task survey	4,000
D. Process and Analyze job duty and task survey to calculate frequent and important job duties and tasks	8,000
	<u>\$37,000.00</u>
Phase 2. Field Managers Job Analysis: Identify required job knowledge, skills and abilities	
A. Write job duty and task statements	
1. Conduct one-on-one interviews and group meetings with job incumbents,	5,000
2. Conduct one-on-one interviews with supervisors of job incumbents	5,000
3. Conduct group meetings with subordinates of job incumbents	5,000

4. Conduct group meetings with internal committee members and external committee members to review and edit job duties and tasks	5,000
B. Develop a job KSA survey to identify important, difficult to learn job knowledge, skills and abilities that will be learned on the job or in training.	5,000
C. Print and Distribute the KSA survey	4,000
D. Process and Analyze the KSA survey to calculate frequent and important job duties and tasks	8,000
	<hr/>
	\$37,000.00
Phase 3. Field Managers Job Analysis: Link Job tasks and KSAs to determine which job KSA are required for each important and/or frequent job task.	
A. Develop the job task/KSA Linking forms.	4,000
B. Conduct the job task/KSA Linking meetings	4,000
C. Process and Analyze the job task/KSA lining data to identify which KSAs are required for each important and/or frequent job tasks.	5,000
	<hr/>
	\$13,000.00
Final Report	
A. Draft the lists of job tasks, KSAs, and links between them	5,000
B. Review the obtained ratings of job tasks, KSAs, and links with incumbent's supervisors	5,000
C. Select final list of job tasks, and KSAs using predetermined decision rules	5,000
D. Reanalyze job task data to cluster tasks	5,000
E. Write Final Report	8,000
	<hr/>
	\$28,000.00
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TOTAL	\$150,000.00

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

<b>Agenda Item Title</b> Robert Presley Institute of Criminal Investigation Contract with the Los Angeles Sheriff's Department for FY 1999/00		<b>Meeting Date</b> March 11, 1999
<b>Bureau</b> Training Program Services	<b>Reviewed By</b> Bud Lewallen <i>[Signature]</i>	<b>Researched By</b> Dave Spisak
<b>Executive Director Approval</b> <i>[Signature: Kenneth J. O'Brien]</i>	<b>Date of Approval</b>	<b>Date of Report</b> February 22, 1999
<b>Purpose</b> <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		<b>Financial Impact:</b> <input type="checkbox"/> Yes (See Analysis for detail) <input type="checkbox"/> No

In the space provided below, briefly describe the **ISSUE**, **BACKGROUND**, **ANALYSIS**, and **RECOMMENDATION**. Use additional sheets if required.

### ISSUE

Should the Commission authorize the Executive Director to enter into a contract with the Los Angeles Sheriff's Department for four presentations of the Robert Presley Institute of Criminal Investigation (ICI) Homicide Foundation Specialty Course in an amount not to exceed \$91,414 for fiscal year 1999/00?

### BACKGROUND

The Los Angeles Sheriff's Department in cooperation with the Los Angeles Police Department has presented the ICI Homicide Foundation Specialty course for the past two years as an "in-house" Plan III certified class. The only students permitted in the classes have been from those two agencies. They have completed training of the majority of their own staffs and are now prepared to offer the course in the same fashion as the California Department of Justice and the Sacramento Regional Criminal Justice Training Center, accepting students from all agencies. In keeping with the Commission policy of making high cost (two week) courses available under contract to reduce the impact on local training budgets this presenter is being aligned with the other homicide presenters.

### ANALYSIS

The Homicide course is one of 12 ICI Foundation Specialty choices for follow-up investigators to select. Until recently, homicide investigators frequently waited over 2 years for an opening in the Homicide class. The Los Angeles Sheriff's Department agreed to join the Department of Justice and the Sacramento Regional Criminal Justice Center to reduce the waiting list by becoming an ICI course presenter.

Because of the amount of staff time and instructor training that the Sheriff's Department was required to invest in the class, they were allowed to give the course limiting attendance to their detectives for two years. As such, the class was offered as a Plan III certified class. Now that they will be accepting students from other law enforcement agencies the class will be presented as a contract Plan IV, thereby reducing the expense to training budgets of local agencies and increasing the ability of departments to enjoy the training. There is a considerable backlog of trainees in the greater Los Angeles area who have been unable to travel to courses offered elsewhere in the State. Because the Sheriff's Department will furnish most of the instructors and the Class Administrator at no cost, the cost of each class is substantially less than the DOJ and Sacramento Regional Criminal Justice Center's presentation costs.

Several items of equipment are needed to bring the presentation capacity of LASD up to ICI standard. This includes converting from overhead and slide presentations to power point/LCD presentations, and utilizing modern video/photo tools in the classroom. \$14,518 has been included as one-time equipment purchases to achieve this goal. This equipment has an expected lifetime of 5 years. The cost benefit of purchase vs rental is positive, for example, TV/VCR units rent for \$175/day. This equipment is used 9 of 10 instructional day for a single presentation cost of \$1,575. Annually this would cost \$6,300 and over 5 years the cost would be \$31,500. We will purchase that same equipment for less than \$1,000 and expect to have a 5 year lifetime for a savings of over \$30,000.

#### RECOMMENDATION

Authorize the Executive Director to enter into a contract with the Los Angeles Sheriff's Department for four presentations of the Robert Presley Institute of Criminal Investigation (ICI) Homicide Foundation Specialty Course in an amount not to exceed \$91,414 for fiscal year 1999/00.

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Proposed Curriculum for High-Technology Crimes and Computer Seizure Training Implementing Penal Code Section 13515.55.		Meeting Date March 11, 1999
Bureau Training Program Services	Reviewed By Bud Lewallen <i>[Signature]</i>	Researched By Ted Prell
Executive Director Approval <i>[Signature]</i>	Date of Approval 2-22-99	Date of Report February 19, 1999
Purpose <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the **ISSUE**, **BACKGROUND**, **ANALYSIS**, and **RECOMMENDATION**. Use additional sheets if required.

### ISSUE

Should The Commission adopt, subject to the public review process, the addition of Commission Regulation 1081 (a)(27) concerning High-Technology and Computer Seizure training for law enforcement supervisory officers and below, as required by P.C. 13515.55 ?

### BACKGROUND

Assembly Bill 2351, adding Section 13515.55 to the Penal Code (Attachment A) requires every city police officer and every county sheriff at a supervisory level who is assigned field or investigative duties to complete a high-technology crimes and computer seizure training course certified by the Commission by January 1, 2000, or within 18 months of assignment to supervisory duties.

### ANALYSIS

An advisory committee of subject matter experts was formed (Attachment B) to review existing material and information. The advisory committee agreed that a training telecourse on high-technology crimes and computer seizure was the most appropriate and cost effective method of delivering high-technology crimes and computer seizure training to in-service officers and supervisors, both in the field and in investigations. Two 2- hour telecourses, as well as a high-technology crimes and computer seizure workbook, were developed and designed that address all aspects of the legislation as well as the latest investigative techniques. The two 2- hour training telecourses contain sections on recognition of high-technology crimes and computer evidence collection and preservation. The workbook also contains this material and the relevant statutes. The telecourses, which are in partial fulfilment of the CPT requirement, were broadcast in March and May 1997.

Attachment C provides the proposed language for the addition of Subsection (a)(27) to Section 1081.

Adoption of this course requirement for in-service supervisory officers must be pursuant to the Administrative Procedures Act. A Notice of Proposed Regulatory Action is recommended. Unless a public request is made for public hearing, the regulation would become effective upon approval by the Office of Administrative Law.

## RECOMMENDATION

Subject to the results of a Notice of Regulatory Action, approve the proposed High Technology Crime and Computer Seizure training course and amend Regulation 1081 (Attachment C), to reflect the amendment of this new legislatively mandated course.

California Commission on POST

Attachment A

**Penal Code Section 13515.55**

Every city police officer or deputy sheriff at a supervisory level who is assigned field or investigative duties shall complete a high technology crimes and computer seizure training course certified by the Commission on Peace Officer Standards and Training by January 1, 2000, or within 18 months of assignment to supervisory duties. Completion of the course may be satisfied by telecourse, video training tape, or other instruction. This training shall be offered to all city police officers and deputy sheriffs as part of continuing professional training. The training shall, at a minimum, address relevant laws, recognition of high technology crimes and computer evidence collection and preservation.

**Telecourse Advisory Committee**

Bill Barr, Loss Prevention Manager  
Chub Group of Insurance Companies  
San Jose, California

Keith Lowry, Detective  
San Jose Police department  
San Jose, California

Rich Bernes, Special Agent  
Federal Bureau of Investigation  
San Jose, California

Jim McMahon, Corporate Security Manager  
Applied Materials Inc.  
Santa Clara, California

Glen Bierer, Detective  
Sacramento Police Department  
Sacramento, California

Phil Povey, Sergeant  
Irvine Police Department  
Irvine, California

Matthew Christensen, Sergeant  
Chandler Police Department  
Chandler, Arizona

George Rakonitz, Vice President,  
Commercial Relations  
National Semiconductor Corporation  
Sunnyvale, California

Fred Cotton, Director of Training Services  
SEARCH Group Inc.  
Sacramento, California

Edward Routh  
Arizona Peace Officer Standards and  
Training Board  
Phoenix, Arizona

Bruce Dubke, Detective  
Sacramento Police Department  
Sacramento, California

Kenneth Rosenblatt, Deputy DA  
Santa Clara County DA's Office  
San Jose, California

Kevin Fagalde, Detective  
San Jose Police Department  
San Jose, California

John C. Smith, Senior Criminal Investigator  
Santa Clara County DA's Office  
San Jose, California

Karl Flusche, Director of Security  
Cyrix Corporation  
Richardson, Texas

Ray Smith, Sergeant  
Santa Clara Police Department  
Santa Clara, California

Denny Jenner, Sergeant  
Irvine Police Department  
Irvine, California

Michael Sweeney, Special Agent  
Federal Bureau of Investigation  
San Jose, California

MaryLu Korkuch, Marketing Manager  
Theft Prevention Foundation  
Warren, New Jersey

TELECOURSE PROJECT MANAGER:  
Lou Madeira, Senior Consultant

Commission on Peace Officer Standards and Training

PROPOSED REGULATORY ACTION: ADDITION OF 1081(a)(27)

**1081. Minimum Standards for Legislatively Mandated Courses**

- (a) Approved courses, as specified in Commission Regulation 1005(g), pertain to training mandated by the Legislature for various kinds of peace officers and other groups for which the Commission has responsibility to establish minimum standards. Approved courses shall meet the following minimum content and hours. Requirements for certification and presentation of these courses are specified in Regulations 1052 - 1056.

(1) through (26) continued

(27) High Technology Crimes - 4 Hours  
Penal Code section 13515.55

- (A) Law  
(B) Recognition of High Technology Crimes  
(C) Computer Evidence Collection and Preservation

Note: Required for every city police officer and deputy sheriff at a supervisory level who is assigned field or investigative duties.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title Request for Authority to Negotiate Contract for Satellite Program Subscription Sales in FY 1999/2000		Meeting Date March 11, 1999
Bureau Training Program Services	Reviewed By Bud Lewallen	Researched By Ron Crook
Executive Director Approval <i>Kenneth J. O'Brien</i>	Date of Approval 2-22-99	Date of Report February 19, 1999
Purpose <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the **ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION**. Use additional sheets if required.

## ISSUE

Should the Commission establish satellite video program subscription fees and authorize the Executive Director to negotiate an interagency agreement with San Diego State University to coordinate and manage these subscriptions for the California POST Television Network during Fiscal Year 1999/2000?

## BACKGROUND

After a decade of broadcasting free satellite programming nationwide, POST in 1999 will take control over viewership of the California POST Television Network (CPTN) with activation of a satellite encryption system. The Commission at its July 1998 meeting authorized POST to reimburse California agencies in the POST Reimbursement Program for costs of the necessary encryption decoder module. These reimbursable agencies and all other agencies in the POST program will receive the scrambled CPTN video programming at no charge. POST has successfully tested the network with agencies that have installed decoders and is prepared to scramble video programs as needed in early 1999 prior to subscription marketing. For agencies not in the California POST program and for agencies outside of California, encryption offers POST an opportunity to offset production costs with subscriptions and subsequent increased videotape sales beginning July 1999.

The market for law enforcement video training programs continues to grow with several entities now selling specialized training on VHS video and via satellite. To our knowledge, the CPTN is the only government-based network that offers free law enforcement programs via satellite on a bi-monthly basis to hundreds of non-POST agencies in California and across North America. More than 70 full-length telecourse programs and more than 900 training videos and *Case Law Updates* segments have been offered free via satellite since the network's inception in 1988.

With quality, affordable law enforcement training programs so difficult to find, agencies nationwide now depend upon the monthly offerings of the CPTN and most are likely to pay a nominal subscription fee to continue utilizing this valuable training resource. Agencies with satellite systems would have the option to subscribe to programs via satellite, while those without satellite systems or those unable to purchase a decoder could subscribe via a monthly VHS mailing. VHS sales of CPTN telecourses, which have been offered to non-POST agencies for \$99 for the past several years, are expected to rise significantly once the network is encrypted and these programs are no longer available for free by satellite.

## ANALYSIS

The coordination of CPTN subscriptions requires full-time professional attention to manage and market the new program effectively. POST does not have the staff resources to accomplish this task. It is recommended that the responsibility for management of the CPTN subscription service be assigned to POST's contract television studio at San Diego State University (KPBS Television).

San Diego State University currently provides all CPTN video production and satellite services, including VHS video sales and in-state distribution on behalf of POST. In addition, San Diego State University offers: 1) a full-time department (KPBS Video) dedicated to this service, 2) a customized database system especially designed for managing POST program orders, 3) the encryption control system is on site and will manage viewer "authorizations" (unscrambling) during broadcasts, 4) the CPTN telephone hotline, which can be used for subscription orders, and 5) an in-house graphics and marketing staff for development of subscription marketing materials. These resources, coupled with the current centralization of all CPTN video programs at the KPBS location, would allow POST to expedite the launch of the subscription program in 1999.

Subscribers to the network will be local, state, and federal law enforcement agencies and approved training institutions, most with limited training budgets. It is important that the CPTN establish reasonable pricing that makes its programs accessible and attractive to potential subscribers. Based on research of other satellite networks and law enforcement video providers, below is an initial sample CPTN subscription fee structure (may be adjusted as the subscription program grows):

SATELLITE SUBSCRIPTION	Fee	VHS SUBSCRIPTION	Fee
<i>Telecourse</i>		<i>Telecourse</i>	
Pay-per-view (monthly)	\$79	Per VHS copy	\$99
Annual fee (12 programs) - save \$250	\$698	Annual fee (12 programs) - save \$290	\$898
<i>Case Law Updates</i>		<i>Case Law Updates</i>	
Pay-per-view (monthly), 6 segments/mo.	Incl.	Per VHS copy, 6 segments/copy	\$39
Annual fee (36 segments)	Incl.	Annual fee (36 segments) - save \$170	\$298
<i>Training Videos</i>		<i>Training Videos</i>	
Included with paid annual subscription	Incl.	Not available as VHS subscription	NA

Due to copyright agreements with contributing video producers, the *Training Videos* series is not available for sale. This series, along with POST's *Case Law Updates* series, is offered as free programming with annual satellite subscriptions to the telecourse series.

All satellite subscription clients will require the *ProGuard* decoder module, which is an additional one-time hardware cost of \$480. Agencies unable to use the satellite option may opt for VHS copies by mail on a monthly or annual subscription basis.

This subscription program allows subscribers to gain access only to the *standard* CPTN programming identified above. In the event of a special satellite program that may be sensitive in nature or intended for restricted viewing (in-state POST agencies, specific groups of agencies, or selected individual sites), the standard subscribers will be "deauthorized" (scrambled) during the special program. This is possible because all potential viewing sites are registered with the CPTN encryption control system at the time of decoder purchase, which allows POST to control individual site viewing during each satellite broadcast.

POST at its discretion could offer complimentary subscriptions to non-POST agencies that provide support to the CPTN/POST on a regular basis. This may include agencies and training institutions in California and neighboring states that partner with POST in training efforts or contribute video materials to the network on an ongoing basis.

Annual administrative costs and revenues for subscriptions are unknown at this time; however, this first year of subscription offerings should yield favorable results that will help in future subscription forecasting. To account for costs of this program, a subscription revenue-sharing arrangement is recommended similar to the current VHS sales revenue-sharing agreement between POST and San Diego State University. The VHS sales revenue-sharing agreement, which was previously approved by the Commission and has proven sufficient since its inception, provides for a 60/40 (POST/SDSU) split of net revenue between the two agencies.

#### RECOMMENDATIONS

It is recommended that the Commission establish satellite video program subscription fees and authorize the Executive Director to negotiate a contract with San Diego State University for coordination and management of subscriptions to the California POST Television Network during Fiscal Year 1999/2000.

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## COMMISSION AGENDA ITEM REPORT

<b>Agenda Item Title</b> Approval of Tuition for In-Service EVOC Training		<b>Meeting Date</b> March 11, 1999
<b>Bureau</b> Training Delivery and Compliance Bureau  <i>Kenneth J. O'Brien</i>	<b>Reviewed By</b> Dick Reed, Chief	<b>Researched By</b> Glen Fine
<b>Executive Director Approval</b>	<b>Date of Approval</b>	<b>Date of Report</b> February 25, 1999
<b>Purpose</b> <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		<b>Financial Impact:</b> <input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the **ISSUE**, **BACKGROUND**, **ANALYSIS**, and **RECOMMENDATION**. Use additional sheets if required.

### ISSUE

Should the Commission change long-standing policy and allow tuition reimbursement of an in-service EVOC driver training?

### Background

Following extensive study in the early 1980's, the Commission acted to provide tuition support for behind-the-wheel driver training presented to recruits in the Basic Course. At the same time, the Commission established policy that the same training presented for in-service officers be restricted to travel and per diem reimbursement, with agencies bearing the cost of tuition. These actions were taken in order to conserve reimbursement funds and free up money to support recruit training in this area.

### ANALYSIS

Driver training remains a critical need and behind-the-wheel training remains one of the more costly training courses. A variety of POST certified Driver Training Update courses now exist in various parts of the State. The courses range from 8 to 40 hours in length. Presenters of the courses are charging a non-POST reimbursable tuition.

Lack of POST reimbursement is an impediment to agencies accessing this needed training. POST 's recent increase in revenue enables the Commission to consider a policy change and allow reimbursement for these courses.

Further information regarding training volume and projected costs will be available at the meeting.

### RECOMMENDATION

Approve tuition reimbursement for in-service EVOC driver training courses.

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Contract for Management Course Contracts – Fiscal Year 1999/2000		March 10, 1999
Bureau	Reviewed By	Researched By
Center for Leadership Development		Steve Lewis
Executive Director Approval	Date of Approval	Date of Report
<i>Kevin J. O'Brien</i>	2-22-99	February 26, 1999
Purpose:		Financial Impact: <input type="checkbox"/> Yes (See Analysis for Detail)
<input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status report		<input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required

Issue

Commission review and approval of Management Course contracts for Fiscal Year 1999/2000. Total maximum cost is \$479,934 for 21 presentations.

Background

The Management Course contract in 1998/99 fiscal year was \$356,915. Staff has contacted each coordinator representing the five contract presenters for the Management Course. A need has been identified for 21 contract course presentations during fiscal year 1999/2000.

Analysis

Course costs are consistent with POST tuition guidelines. Approximately 420 law enforcement middle managers will attend the 21 presentations during fiscal year 1999/2000. Each contractor is satisfactorily presenting required learning goals. The fiscal year 1999/2000-contract costs for presentations will not exceed a total of \$479,934. This represents an increase of \$123,099 (34%) over fiscal year 1998/99. The increase is a direct result of additional course costs authorized by changes in regulation 1054. The following costs have been agreed to by the presenters:

<u>Contractor</u>	<u>Number of Presentations</u>	<u>Contract Amount</u>
California State University Long Beach Foundation	6	\$123,828
Humboldt State University	4	\$ 85,352
San Diego Regional Training Center	6	\$131,994
San Jose State University <u>Foundation</u>	<u>5</u>	<u>\$138,760</u>
<b>TOTAL</b>	<b>21</b>	<b>\$479,934</b>

Recommendation

Authorize the executive director to enter into contract agreements with the five contractors to present 21 presentations of the Management Course during the fiscal year 1999/2000 not to exceed total contract costs of \$479,934.

Staff is recommending that the total number of presentations be increased from 20 (FY 98/99) to 21 (FY 99/2000). This increase is to address a backlog of applicants that resulted from the loss of two presentations at CSU Northridge. Additionally, we have been advised by our presenters that they are experiencing increased demand for the course.